Chromebook/Computer Usage Guidelines

1. Chromebook carts must be plugged directly into an electrical out only for charging. Do not plug into a power strip.
2. Chromebooks can be logged off using sign out. Sign off is used to allow other students use of the device.
3. Chromebooks can be turned off completely by clicking on sign off and shut down.
4. Make sure you don't leave Chromebooks unattended.
5. Students are responsible for carefully managing battery use during the day. Fully charged batteries are designed to last for a full school day.
6. Chromebooks assigned to students are strictly for their own use. Students may not loan their equipment to other students.
7. PCUFSD equipment must be properly stored, cared for and maintained.
8. Students are to inform their teacher of any technical issues which must be reported to the building Computer Aide to address.
9. Chromebooks are to be used properly and handled with care. Any vandalism or theft must be reported to Teacher, School Security, Police and School Administration immediately.
10. Students must keep all data and files in their Google drive education account.
11. The Internet services are to be used for acceptable educational use only. Students are required to become familiar with the school district's Acceptable Use Policy. If inappropriate sites are inadvertently contacted, they should be reported to PCUFSD personnel so that they will not be cause for disciplinary action. All sites visited are recorded on the student's history of use and are monitored.
12. PCUFSD equipment, software and connection to the Internet may not be used for commercial purposes.
13. Use caution when plugging and unplugging Chromebooks to power cords in the Carts.

Illegal, Inappropriate and Prohibited Activities

The following are strictly prohibited and subject to disciplinary action:

Computer Access

1. Attempting to gain unauthorized access to any computer system or to go beyond authorized access.
2. Attempting to disrupt a computer, a network, PCUFSD computer system, Internet services by either destroying data or by spreading computer viruses or by any other means.
3. Using the school district's computer systems and Internet access to engage in any illegal act.
4. Loading software, hardware or additional plug-ins not purchased, provided or approved by PCUFSD. Any student caught with illegal software loaded on their laptop computer or caught attempting to load software on devices will face disciplinary or legal proceedings.
5. Removing, tampering with, or damaging the Chromebooks hard drive.

Chromebook/Computer Usage Guidelines

The following are strictly prohibited and subject to disciplinary action:

Information Access

1. Accessing material that is profane or obscene, or that advocates illegal acts, violence or discrimination. (If students mistakenly access inappropriate information, they should inform a teacher to protect themselves against a claim of violation of this policy).
2. Interception or attempting to intercept communications by parties not intended to receive the information.
3. Accessing, possessing or distributing confidential or private information designated as such by PCUFSD policy or law.

The following are strictly prohibited and subject to disciplinary action:

Language, Messages, Personal Information and Safety

1. Using PCUFSD computers or networks to post obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language in public or private messages or material.
2. Posting information that could cause danger or disruption, or pose risk to personal safety.
3. Engaging in personal attacks, including prejudicial or discriminatory remarks, or harassment.
4. Posting personal information or photos on the Internet about one's self or others.
5. Sharing passwords or account information with others.

Important Notes:

- ☐ **Do Not Force** anything into the ports and slots on the side of the Chromebook
- ☐ **Do Not Jerk, drop or slam closed** the cover of the laptop computer or Chromebook
- ☐ **DO NOT** Carry your Chromebook by the screen. Carry/hold your Chromebook properly and securely
- ☐ **DO NOT** Put the Chromebook on the floor or on any unstable surface
- ☐ **DO NOT** Leave your Chromebook unattended
- ☐ **DO NOT** Throw the Chromebook or mistreat it

Chromebook/Computer Usage Guidelines

Top 10 Technology DONT'S (Staff)

Following these simple rules will help keep your computers and technology running smoothly and prevent issues.

1. Don't leave the Cart with Chromebooks unlocked when not in use and always keep the keys to the carts secure. Don't leave the classrooms unsecured/unlocked when not in the classrooms.
2. Don't plug a laptop or Chromebook cart into a power strip.
3. Don't install toolbars or any other apps
4. Don't shut down a computer by using the power button. Use Start >Shut Down or CTRL-ALT-DEL logoff and shutdown. Using the power button to shut down a computer can cause damage to the hard drive.
5. Don't move any computers, printers, or other technology without first contacting the IT department. Moving devices can cause damage and network issues if not done correctly.
6. Don't unplug network cables from desktop computers - damage to the cables and ports can happen and if not plugged back into the right port you won't be able to login.
7. Don't let students use a computer with a teacher login. If the student login does not work, please inform the building Computer Aide.
8. Don't leave your computer unsecured. If you are leaving the room for a short time, make sure you use CTRL-ALT-DEL and then "Lock the workstation" before leaving. When you return, you simply use CTRL-ALT-DEL and your password to get back on. Make sure you lock classroom door when not present. Make sure you don't leave mobile devices, like laptops, tablets, and Chromebooks unattended.
9. Don't install any software without prior authorization from the IT department. Some software contains code that can cause issues with the computers and network.
10. Don't store personal files on the network drives or computers. This takes up valuable storage space that other staff need. Personal files will be cleared out of network drives.
11. All files should be stored on the H: drive. The H drive is network based and is also backed up.
12. Don't leave computers and projectors on all night. Please shut down your computers (using Start>Shut Down) at the end of the day. Projectors (including the Smart board ones) need to be shut down when not being used. This will save electricity and lengthen the life of the devices and the very expensive bulbs.