



## **Three Rivers Community Schools**

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# **Three Rivers Community Schools Chromebook Acceptable Use Policy (AUP)**

## **Grade Levels 6-12**

### **Purpose**

This Chromebook Acceptable Use Policy (AUP) is designed to ensure that students use their school-issued (assigned) Chromebooks responsibly, ethically, and in a way that supports their education. The Chromebook is provided as a learning tool, and its use must align with our educational goals.

### **Agreement**

By using a Chromebook provided by Three Rivers Community Schools, you agree to follow the guidelines in this AUP. Violations may result in disciplinary actions, including the loss of Chromebook privileges.

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## **1. General Use and Care of the Chromebook**

1. Responsibility: Students are responsible for the care of their Chromebook both at school and at home.
    - Do not leave it unattended.
    - Keep it in a secure location when not in use.
  2. Transporting the Chromebook: Always transport the Chromebook safely and avoid dropping or exposing it to extreme temperatures.
  3. Daily Charging: Students are expected to bring a fully charged Chromebook to school each day.
  4. No Unauthorized Modifications: Altering (including any decals that have damaging adhesive ) or attempting to repair the Chromebook is prohibited. Any issues should be reported to TRCS staff.
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## **2. Internet and Software Use**

1. Network Use: All internet activity on the Chromebook must be for educational purposes and comply with the student handbook policies.
2. Educational Apps and Extensions: Only install software, apps, and extensions that are approved by TRCS.
3. No Inappropriate Content: Students may not access, display, or share inappropriate material. This includes, but is not limited to, offensive, violent, and obscene content.

4. Respecting Copyrights: Students must respect copyright laws and cite sources appropriately. This includes AI usage.
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### 3. Digital Citizenship and Online Safety

1. Respectful Communication: Students must use respectful language and conduct in all online communication, both inside and outside of school hours.
  2. Privacy and Security: Do not share personal information or passwords with anyone other than a trusted adult or school staff.
  3. Reporting Concerns: Report any inappropriate content or security issues immediately to a teacher or school staff member.
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### 4. Chromebook Damage, Loss, and Repair

1. Damaged Chromebooks: If a Chromebook is damaged, the student must report it immediately to TRCS staff.
2. Loss or Theft: In the case of loss or theft, notify the school immediately. Depending on the circumstances, students and families may be responsible for replacement costs.
3. Fees for Damage or Replacement:
  - a. As a district, we understand the responsibilities and costs associated with Chromebook ownership. However, the following types of damage are considered beyond the scope of normal wear and tear expected from daily use of the device. In accordance with the policy, the district reserves the right to charge the following amounts for specific types of damage.
  - b. Specific Damage Policies
    - i. **Damaged Screens:**
      1. Replacement cost: \$50
        - a. Students are encouraged to avoid touching the screen unnecessarily or placing pressure on it.
    - ii. **Lost or Damaged Chargers:**
      1. Replacement cost: \$25
        - a. Students should label their chargers with their names to avoid confusion.
    - iii. **Keyboard or Physical Damage:**
      1. Replacement cost: \$20
        - a. Students should avoid removing keys or placing foreign objects in the keyboard.
    - iv. **Lost or Unrepairable:**
      1. Replacement Cost: \$250

### 5. Repair Process

The following is the outlined repair process in the case of a damaged or lost device.

1. The following repair process is subject to change:
  - a. Student Reports the Issue:

- i. The student informs a designated staff member (e.g., teacher or media center staff) about the Chromebook issue.
  - b. Media Center Visit
    - i. The student takes the Chromebook to the media center or designated support area for evaluation.
  - c. Troubleshooting:
    - i. Media center staff or IT personnel perform basic diagnostics to determine whether the issue can be resolved on-site (e.g., rebooting, power cycling, checking connectivity, etc.).
  - d. Loaner Device Issued (if needed):
    - i. If the issue requires further inspection or repair, the student is assigned a loaner Chromebook.
    - ii. The loaner device is signed out under the same agreement or acceptable use policy that governs the original device.
  - e. . Repair or Assessment by IT Staff
    - i. The original Chromebook is transferred to the technology team for a more detailed assessment.
    - ii. IT staff identify the issue (e.g., hardware failure, cracked screen, software malfunction).
  - f. Repair Decision:
    - i. If the Chromebook can be repaired on-site, IT staff proceeds with the repair.
    - ii. If external repair is required or the device is beyond repair, next steps are coordinated (e.g., warranty claim, replacement, county repair depot).
  - g. Notification of Repair Status:
    - i. Once the device is repaired or replaced, the student is notified.
      - 1. If the device falls under Second 4 Segment 3B. The student/family will be notified about the repair cost and invoiced.
    - ii. The original device is returned to the student, and the loaner is collected.
  - h. Staff update the inventory system to reflect the return of the loaner and the original device along with what repairs the device received.
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## **6. Consequences of Misuse**

### **Failure to follow the AUP may result in the following consequences:**

1. Warnings and Parent Notification: For minor infractions, students may receive a warning, and parents will be informed.
2. Loss of Chromebook Privileges: Continued misuse may result in a temporary or permanent loss of Chromebook privileges.
3. Use of the school's Technology Resources is a privilege that may be revoked by the school at any time
4. Disciplinary Actions: Severe infractions may lead to detention, suspension, or other school discipline measures in compliance with the Student Handbook.

