TASIS England Lower School Chromebook Policy

1. **General Information**
   Each student's Chromebook must be returned along with the charger and case at the end of the school year or if the student should leave TASIS before the end of the year. The student is responsible for any damage to or loss of the equipment (please see section 5, Responsibilities, for further information).

   Students should not leave their Chromebooks unsupervised and out in the open. Chromebooks should be kept in cases when not in use, and students should store them in the designated storage areas.

2. **Managing Assignments and Files**
   Students will be shown how to use Google drive to store files and resources. Keeping files in Google drive will ensure that students will not lose their work if something goes wrong with their Chromebooks.

   Students should not remove school-supplied software on the Chromebooks.

3. **Home Internet Access**
   If the students are allowed to take the Chromebooks home, they will be allowed to set up access to home wireless networks on their Chromebooks as well as access to a printer.

4. **Support**
   If a Chromebook fails to work properly, a replacement Chromebook will be provided.

5. **Responsibilities**
   TASIS England is responsible to provide software and network systems that will support students' learning. TASIS England will repair students' Chromebooks if it is possible.

   Parents should ensure that their home Internet systems provide safe and secure access for their children. Parents are liable for the cost of repairs to or replacement of Chromebooks if the school determines that the equipment was subject to avoidable damage by their child.

   Students are responsible to use their Chromebooks appropriately and, if they take them home, to maintain their Chromebooks in good working order and to return them on the next school day. Students who fail to bring their Chromebooks to school, or who leave their Chromebooks unsupervised and out in the open, or who use them irresponsibly may have the Chromebook taken away temporarily. Students who violate the Responsible Use Policy or the Online Guidelines and Expectations will need to meet with the Lower School administration.

   Responsible Use Policy
   http://england.tasis.com/page.cfm?p=2774

   Online Guidelines and Expectations
   http://england.tasis.com/page.cfm?p=2775