

**Chromebook Policy**  
Assumption Catholic School  
Durand  
(715) 672-5617

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1. Do not put them in your backpack – the screens may get broken.
2. Do not leave them unattended and keep them in a secure location at home.
3. They are to be used by ACS students who checked them out ONLY.
4. Do not carry them by the screen. Carry with two hands on the keyboard portion.
5. Check out is for one day only. You may check it out again the next day.
6. Power off when done and return it to the charging stations in the computer lab.
7. Keep them in the cases at all times when not being used.

Process of checkout:

- Check out with the computer technology teacher.
- Scratches and other damages are noted before checkout.
- Return to school the next day.
- Must check back in with computer technology teacher.
- Students may re-check out a chromebook as needed.
- The following steps will be taken if the chromebook is not returned the next day or damage is done:
  - a) Parent notification.
  - b) Loss of privilege at the discretion of the technology committee and the principal.
  - c) A monetary amount will be charged to the student's account.