

**Waterloo Collegiate Institute**

Chromebook Instructions and Procedure

General Rules of Use:

1. Students and parents must complete and return the ***Chromebook Contract*** before a Chromebook is issued. Contracts will be kept on file in the office. WRDSB Chromebook “asset” numbers are assigned to individual students.
2. All Chromebooks are provided with this instruction sheet and a charging cord. Because **Chromebooks remain the property of WRDSB,** please ensure the Chromebook and charging cord are always ready to be returned in their original condition. Use of temporary identification stickers on the device is allowed and encouraged.
3. Please consider purchasing a **protective sleeve or case** to transport and store your Chromebook. This case can also easily identify the device as “yours”. Please do not remove any of the WRDSB identification barcode stickers.
4. **Please bring the Chromebook to school each day,** **fully charged.**
5. Students are responsible for the care of the Chromebooks. **Please report any damage of your Chromebook immediately to your Vice Principal.**  You may speak to any of your teachers, the Teacher-Librarian, or the In-School Technician about any problems or concerns you may have regarding the use and care of the Chromebook. Please be aware Chromebooks are prone to damage when stored improperly in a backpack.
6. Students can expect to pay to replace Chromebooks that are lost, stolen, or intentionally damaged before another device is allocated. It will be up to school Administration to determine if there is cause for the student to pay (up to the full cost of a replacement - currently $330.00). Students would not be held responsible for a device that simply malfunctions (ie. keyboard issues, battery no longer charging, etc). Please retain the original box that your Chromebook arrived in so that it can be returned if necessary.

Please keep this guide for future reference.