

# TECHNOLOGY

## Student and Families Communication

### Chromebook Expectations: Video and Infographic

- Students will check out Chromebooks and Textbooks as needed at the Library during the first week of school.
- Students should bring Chromebook and Charger everyday.
- Student responsible to get loaner from library.
- Handle with care: Do not walk around while CB is open, double check when closing, and store safely
- Keep clean
- Students are responsible for Chromebook. Immediately contact your administrator if it is lost, damaged, or stolen.
- Headphones can be checked out if needed. Students may use personal headphones.
- Help Desk Link: Students will need to ask a teacher or staff member to submit a Tech Ticket

## ELECTRONICS POLICY

Electronic devices including, but not limited to portable speakers, video games, iPods, MP-3 players and cellular phones are not to be used on campus **EXCEPT during a student's 30-minute lunch period and passing time.** The school assumes no responsibility for the loss or theft of electronic devices and will only help in the investigation of such loss or theft if time permits. Please take particular note of the following:

## **ELECTRONICS POLICY (Continued)**

- Cell phones should only be used during a student's lunch and/or passing periods, unless instructed by teacher for classroom use.
- Electronic devices and/or accessories may not be used during class time unless the use is pre-approved by the teacher. Unapproved use of an electronic device during class time will result in the confiscation of that item and disciplinary action. RCHS expects that electronic devices will be in silent mode and stored in a backpack or out of sight during class time.
- Headphones/earbuds should be removed during class time.
- Electronic devices may not be "played" so that other student can hear them by use of speakerphone, speakers or other amplifying devices.

## **CONSEQUENCES FOR NON-COMPLIANCE**

Students who violate the electronics policy will be disciplined as follows:

- First Offense – Warning by teacher and review of electronics policy
- Second Offense—Item confiscated until end of the period with documentation of violation and teacher parent contact.
- Third Offense – Item confiscated until the end of the school day with documentation of violation and administrative parent contact.
- Fourth Offence— Item confiscation until the end of the full day, parent pick-up required, documentation of violation and lunch detention assigned.
- Offences for ongoing defiance will be address per Ed code.

## **FAILURE TO SURRENDER DEVICE**

Students who refuse to surrender a device to school personnel will be assigned consequences commensurate with a fourth offense as detailed above. Any student who fails to surrender the device, regardless of number of offenses, may face immediate suspension.