

# CHROMEBOOK POLICY



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A Chromebook is a laptop primarily used to perform various tasks using the Google Chrome browser, with most applications and data residing in the cloud rather than on the machine itself. Unlike most computers, Chromebooks do not run Windows. Instead, they use the Chrome OS, which is similar to the Google Chrome web browser. The user can do just about anything you'd typically do online: visit and read websites, check your e-mail, and watch videos. The Chromebook runs web apps instead of software programs used on other computers. For example, instead of Microsoft Office to create documents, you can use Google Docs and Google Drive to create and share files online.

- 1.) Chromebooks may be borrowed by residents 18 years and older with a Hewitt Public Library card in good standing. Patrons must present a valid library card and Texas driver's license or Texas ID at check out.
- 2.) Chromebooks may be reserved in person if there are no pending reservations.
- 3.) One Chromebook per household may be checked out at a time.
- 4.) Chromebooks are available to check out from the Circulation Desk.
- 5.) The Chromebook kit includes (1) Chromebook, (2) Charging Cable, (3) Quick Start Instructions, and (4) Waterproof Zipper Case.
- 6.) The loan period is twenty-one (21) days. Chromebooks may be renewed in person if there are no pending holds.
- 7.) Chromebooks must be returned in person to the Hewitt Public Library Circulation Desk. Patrons are encouraged to wait until the Chromebook kit is checked in before leaving the building. DO NOT return the Chromebook in the book drop. Doing so will be treated as an instance of a late return and may result in billable device damage.
- 8.) Fines for overdue Chromebooks are \$25.00 per day. An "on-time" return is defined as a Chromebook that is returned to a library staff member prior to closing on the due date.
- 9.) Patrons will not alter the Chromebook in any way, including (but not limited to) the settings of the device, adding programs to the device, or placing stickers or markings on the device, etc.
- 10.) Any use of a Chromebook for illegal purposes, unauthorized copying of copyright-protected material in any form, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.

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- 11.) Patrons will immediately report any hardware or software problems to library staff.
- 12.) The patron is responsible for damage to or loss of the Chromebook or accessories as a result of accident, theft, misuse, or neglect. Lost or damaged Chromebooks and accessories will be charged up to the total replacement cost of \$450. Library staff will assess each device upon return and, if necessary, charge the patron accordingly – Chromebook - \$400, Charging Cable - \$35, Hard Case - \$30. Plus, the processing fee.
- 13.) IMPORTANT - Files cannot be permanently saved to Chromebooks – all files are erased when the user logs off. Borrowers are responsible for keeping files in an alternate way (i.e., cloud storage or USB drive).
- 14.) The library is not responsible for any liability, damages, or expenses resulting from the use or misuse of a borrowed device, connection of the device to other electronic devices, networks, or data loss resulting from the use of the device.
- 15.) By checking out the Chromebook, the borrower agrees to follow the acceptable use policy of the Hewitt Public Library.

## Other important information:

- Chromebooks are remotely deactivated at one (1) day overdue if they are not returned to the circulation desk at Hewitt Public Library.
- Chromebooks are reported as stolen to appropriate law enforcement agencies after one week overdue.
- The Hewitt Public Library may use any appropriate means to collect the amount owed for fees, damage, loss, or theft, including local authorities' involvement.
- When it is returned, the Chromebook must be in working condition, or replacement/repair cost will be added to the patron's account.
- Parents/legal guardians are responsible for monitoring what is accessed via the Wi-Fi Chromebook.

# CHROMEBOOK POLICY

## ACCEPTABLE USE OF THIS DEVICE

- Respect for the privacy of others.
- Compliance with copyright laws and licenses for programs.
- Consideration for the security and functioning of the Chromebook device
- A signed Acceptable Use Policy on file.

## UNACCEPTABLE USE OF THIS DEVICE

- Uses for any purposes that violate applicable federal, state, or local laws, including copyright laws
- Interfering with or disrupting the Chromebook device
- Attempting to gain or gaining unauthorized entry to other computing information or communications sources or devices (hacking)
- Malicious, threatening, harassing, or obscene behavior or language
- Misrepresentation of oneself
- Activities that could cause congestion and disruption of networks and systems

## CARE FOR CHROMEBOOK

- As with any electronic device, do not leave the Chromebook in a hot vehicle for an extended period of time or otherwise subject it to conditions that may cause damage to the device.

Chromebooks have built-in WIFI connecting to the T-Mobile broadband network. Alternatively, the borrower may connect the Chromebook to a personal WIFI connection in their home or, if permitted to a network available at their workplace or school.

To comply with the Children's Internet Protection Act (CIPA), internet access on library Chromebooks is filtered when connected to the T-Mobile broadband network.

The Children's Internet Protection Act (CIPA) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes specific requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

### What CIPA requires

Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessed by minors).

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