

# CASA Chromebook Loan Program Guidelines

## Program Contact Information

Email Address: [chromebooks@wisconsin-casa.org](mailto:chromebooks@wisconsin-casa.org)

Phone Number: 920-493-0044

## Overview

An opportunity for assigned CASA Advocates to utilize Chromebooks for their CASA advocacy, communication, continued education, webinars and other pertinent functions.

## Application Process

Assigned CASA Advocates are eligible to apply for the usage of a Chromebook until **11:59 CST Wednesday, September 23, 2020** using the following application link: [here](#). Should an Advocate need a paper application or other accommodation, please email [chromebooks@wisconsin-casa.org](mailto:chromebooks@wisconsin-casa.org) or call 920-493-0044.

## Distribution

Wisconsin CASA staff will contact recipients of CASA Chromebooks via email & determine best distribution method.

## Usage

CASA Chromebooks are available to assigned CASA Advocates for CASA case purposes, such as continued education, webinars, related notes, emails, documentation & communication. These devices are not for personal use.

If for any reason, the CASA Chromebooks are not used as intended, the Advocate agrees to follow the return policy.

## Return

Advocates agree to return the CASA Chromebooks upon closure of their current CASA case. Within 10 days of case closure, Advocate will contact Wisconsin CASA via email to begin the return process or to update with a new case assignment. Direct inquiries to [chromebooks@wisconsin-casa.org](mailto:chromebooks@wisconsin-casa.org)

CASA Chromebooks are to be returned in good condition, or Advocate agrees to reimburse Wisconsin CASA for the full replacement cost.

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### Advocate Agreement

If CASA Chromebook is missing or stolen, the CASA Advocate agrees to notify Wisconsin CASA within 48 hours and will submit a police report with the appropriate authorities, and to otherwise assist with recovery of the equipment.

CASA Advocate agrees not to use CASA Chromebook devices to commit electronic crimes. Software piracy is a crime. Wisconsin CASA will not be held responsible for any illegal software or media downloaded to the loaner and will fully cooperate with authorities if they initiate an investigation.

### Proper Care

Assigned Advocates agree to the following guidelines to ensure a long life expectancy for the CASA Chromebooks.

1. Screen
  - a. Protect the screen by opening/closing the lid gently.
  - b. Avoid placing weight or pressure on the lid.
2. Hinges
  - a. Stress on the hinges of the Chromebook creates another potential for Chromebook damage.
  - b. Open/close the Chromebook gently, grasp the center of the lid and not the corner.
3. Cord
  - a. The connector on the power cord can be subject to damage if the cord is pulled or the device is moved while being plugged in.
  - b. Avoid stretching the cord across an area where it can be snagged or tripped on.
  - c. Move the Chromebook close to the power source and always disconnect the power cord before moving the Chromebook.
4. Cleaning the Chromebook screen
  - a. Clean with a lightly moistened (water only or a spray purchased specifically for computer screens) soft cloth.
  - b. NO Windex, Lysol, or products containing alcohol, ammonia, or other strong solvent.
  - c. Do NOT use paper towels or Kleenex to wipe the screen.
  - d. Microfiber cloths are best.
5. Proper handling
  - a. Carry the Chromebook with two hands.
  - b. Close the lid when carrying it.
  - c. Make sure there are no office supplies (pens, paper, etc.) when shutting the lid.
6. Safely Store the Chromebook
  - a. Do not leave your Chromebook unattended. Follow your Local Program's Confidentiality policies for storing CASA case notes and documents.
  - b. Keep your Chromebook in a secure space when not in use.
  - c. Never leave your Chromebook laying on a floor, seat, bed, or other space where it is likely to get stepped or sat on. This is a common way to break your screen.
  - d. Keep food and drink away from your Chromebook
  - e. Do not let your Chromebook get wet and keep it out of extreme weather

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conditions (cold and heat). Don't leave it in the car.

### Appropriate Uses and Digital Citizenship

CASA Chromebooks should be used for CASA purposes only. Advocates are to adhere to their local CASA program policies and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, Advocates should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will use caution with the information, images, and other media. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I keep will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software.
7. Comply with usage restrictions. Chromebooks only for communication for CASA purpose, Optima entry, continuing education, webinars, podcasts, and trainings.
8. Absolutely no social media usage. Because of the threat, no social media usage, including but not limited to Facebook, Twitter, Instagram, Tik Tok, and other social media platforms.

## CASA Chromebook Program Agreement

Date: \_\_\_\_\_

CASA Program Name: \_\_\_\_\_

CASA Advocate Name: \_\_\_\_\_

I, \_\_\_\_\_, (Assigned Advocate name) agree to accept the CASA Chromebook and agree to adhere to the above guidelines.

CASA Advocate Signature: \_\_\_\_\_ Date: \_\_\_\_\_