

## Chromebook Agreement Monte Vista School District C-8

Monte Vista School District has purchased a CHROMEBOOK for students in grades 4-12 to use for the current school year. The student will be issued a CHROMEBOOK with predetermined applications (Apps) installed. All students and parents are required to review this document, as well as sign the accompanying agreement to protect the hardware and software inherent with this technology.

Technology resources at Monte Vista School District are provided for the purpose of supporting the educational mission of the School. The School's goal in providing the CHROMEBOOK is to promote educational excellence: by facilitating resource sharing, access to reading materials and intervention support, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the student's specific school handbook. It is understood that members of the School community will use all types of computing devices and the School's network in a responsible, ethical, and legal manner at all times.

Monte Vista School District retains sole right of possession of the CHROMEBOOK and related equipment.

The CHROMEBOOK will be issued to students according to the guidelines set forth in this document. Monte Vista School District retains the right to collect and/or inspect the CHROMEBOOK at any time, and to alter, add, or delete installed software or hardware.

### 1. CHROMEBOOKS

1.1 Receiving Your CHROMEBOOK - CHROMEBOOKs will be distributed at the beginning of the school year. Parents & students must sign and return the CHROMEBOOK Acceptable Use Policy, Pledge documents and pay the Technology Use Fee before the CHROMEBOOK can be issued.

1.2 CHROMEBOOK Check-in - CHROMEBOOKs will be returned during the final week of school. Students who transfer, withdraw, are suspended or expelled from Monte Vista School District C-8 during the school year, must surrender the CHROMEBOOK upon termination of enrollment.

1.3 Check-in Fines- Failure to return the CHROMEBOOK will result in a theft report being filed with the local Police Department. If a student fails to return the CHROMEBOOK at the end of the school year or upon termination of enrollment at Monte Vista School District, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the CHROMEBOOK. Furthermore, the student will be responsible for any damage to the CHROMEBOOK, consistent with the School's CHROMEBOOK Protection plan. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the CHROMEBOOK. **The charger is part of the CHROMEBOOK and must be returned and functioning. If it is lost or damaged by the student, the student will be responsible for the cost of a replacement charger.**

**2. TAKING CARE OF YOUR CHROMEBOOK** - Students are responsible for the general care of the CHROMEBOOK they have been issued by the school. CHROMEBOOKs that are broken or fail to work properly must be taken to the Technology Office for an evaluation of the equipment.

## 2.1 General Precautions

- The CHROMEBOOK is school property and all users will follow this policy and the Monte Vista School District's acceptable use policy for technology.
- Cords and cables must be inserted carefully into the CHROMEBOOK to prevent damage.
- CHROMEBOOKs and protective casing must remain free of any writing, drawing, stickers, or labels. Students may not use "skins" to "personalize" their CHROMEBOOKs.
- CHROMEBOOKs must never be left in an unlocked car, places of extreme heat or cold, school cubbies or any unsupervised area.

2.2 Carrying CHROMEBOOKS - Protective cases are required for the CHROMEBOOKs provided by the District. The District has some that are available for purchase that have sufficient padding to protect the CHROMEBOOK from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- CHROMEBOOKs should always be within the protective CHROMEBOOK case when carried.
- Avoid placing pressure and/or weight (such as books, backpacks, workbooks, etc.) on the CHROMEBOOK screen.

2.3 Screen Care - The CHROMEBOOK screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure and extreme heat or cold.

- Do not lean on the top of the CHROMEBOOK when it is open or closed.
- Do not place anything near the CHROMEBOOK that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover and screen.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleaners of any type.
- Do not "bump" the CHROMEBOOK against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

**3. USING YOUR CHROMEBOOK AT SCHOOL** - CHROMEBOOKs are intended for use at school each day. Students are responsible for bringing their CHROMEBOOK, fully charged, to all classes, unless specifically instructed not to do so by their teacher. Students who repeatedly (three or more times in a quarter) fail to bring the CHROMEBOOK to school or maintain a fully charged battery will lose the privilege of the CHROMEBOOK for a time to be determined by the principal.

3.1 CHROMEBOOKS Left at Home - If students leave their CHROMEBOOK at home, they may miss instruction or lose access to resources from the CHROMEBOOK. Loaner CHROMEBOOKs will not be available to students who forgot to bring to school or failed to charge their CHROMEBOOK.

3.2 CHROMEBOOK Undergoing Repair - Loaner CHROMEBOOKs may be issued to students when their assigned CHROMEBOOK has been sent away for repair unless the damage is a result of student abuse.

3.3 Charging Your CHROMEBOOK's Battery - CHROMEBOOKs must be brought to school each day in a fully charged condition. Students need to charge their CHROMEBOOKs each evening. This may take up to 5 hours to fully charge the CHROMEBOOK.

3.4 Chromebooks will only be usable with District provided emails and passwords. During orientation, each student will be instructed in how the passwords will be selected. This password will be kept on record with the technology department and may not be changed without school permission. Students are prohibited from sharing their password with anyone except their parents and school staff. Monte Vista School District will provide a password to each student for their email account. This password may not be changed by the student.

3.5 Screensavers/Background photos - A standard screensaver or background will be preset on the CHROMEBOOK and may not be changed by the student.

3.6 Photos - Photo/Image storage on the CHROMEBOOK will be for school projects only. Storage of student personal photos or downloaded images is not allowed.

#### 3.7 Sound, Music, Games, or Programs

- Students may not download from any sharing site unless directed by or with the permission of a teacher.
- Music is only allowed on the CHROMEBOOK if provided by the teacher for educational use.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Non-educational games are not allowed on the CHROMEBOOKS.
- The device can only be synced with the district provided Cloud network.

3.8 Printing – Printing will be available with the CHROMEBOOK. Students will be given information and instruction on printing with the CHROMEBOOK at school.

3.9 Home Internet Access - Students are allowed to set up wireless networks on their CHROMEBOOKS to assist them with CHROMEBOOK use while at home. Printing at home will require a wireless printer, proper settings on the CHROMEBOOK and the correct app.

### **4. MANAGING YOUR FILES & SAVING YOUR WORK**

4.1 Saving Work to Google Docs - It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

4.2 Network Connectivity – Monte Vista School Districts makes no guarantee that the school wireless network will be up and running 100% of the time.

### **5. SOFTWARE ON CHROMEBOOKS**

5.1 Originally Installed Software - Monte Vista School District will synchronize the CHROMEBOOKS to install the necessary Apps for school work. Students will not be able to synchronize CHROMEBOOKS or add Apps through a personal Play Store account. The software/Apps originally installed by the school must remain on the CHROMEBOOK in usable condition and be easily accessible at all times. From time to time the school may add or modify software applications for use in a particular course. Periodic checks of CHROMEBOOKS will be made to ensure that students have not removed required Apps.

5.2 2 Inspection - Students may be selected at random to provide their CHROMEBOOK for inspection.

5.3 Procedure for re-loading software. If technical difficulties occur or illegal software discovered, the CHROMEBOOK will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image. In this event, the student may lose the privilege of CHROMEBOOK use.

5.4 Software upgrades - Upgrade versions of licensed software/Apps are available from time to time. Students may be required to check in their CHROMEBOOKs to the Staff for periodic updates.

**6. ACCEPTABLE USE** - The use of the Monte Vista School District technology resources is a privilege, not a right. The privilege of using the technology resources provided by the school is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in the school. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school's technology resources may be denied, and the appropriate disciplinary action will be applied. The Monte Vista School District School Acceptable Use Policy shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities - Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.

6.2 School Responsibilities are to:

- Provide Internet and age appropriate Email access to its students.
- Provide staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.

6.3 Students Responsibilities are to:

- Use computers/CHROMEBOOKs in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to CHROMEBOOK/computer or other electronic media use.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Monitor all activity on their account(s).
- Turn off and secure their CHROMEBOOK after they are finished working to protect their work and information.
- Return their CHROMEBOOK to the School at the end of each school year. Students who transfer, withdraw, are suspended or expelled, or terminate enrollment at Monte Vista School District for any other reason must return their individual school CHROMEBOOK on the date of termination.

#### 6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials.
- Any action that violates existing School policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, or other inappropriate material.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of any Messaging services-EX: MSN Messenger, ICQ, AIM, IMO, etc.
- Non educational games.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of CHROMEBOOK settings (exceptions include personal settings such as font size, brightness, etc.).
- Gaining access to other student's accounts, files, and/or data.
- Students are not allowed to use another student's CHROMEBOOK unless directed or overseen by a teacher or staff member.

6.5 CHROMEBOOK Care - Students will be held responsible for maintaining their individual CHROMEBOOKs and keeping them in good working order. CHROMEBOOK batteries must be charged and ready for school each day. CHROMEBOOK cases furnished by the school must be returned with only normal wear and no alterations to avoid paying a replacement fee. CHROMEBOOKs that malfunction or are damaged must be reported to the School Office within 24 hours or the following Monday if the problem occurs over the weekend. The school will be responsible for repairing CHROMEBOOKs that malfunction. **Students will be responsible for the entire cost of repairs to CHROMEBOOKs that are damaged intentionally or by neglect.** CHROMEBOOKs that are stolen must be reported immediately to the Technology Office and the Police Department.

#### 6.6 Legal Propriety

Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is not allowed. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, photos and text.

#### 6.7 CHROMEBOOK Infraction/Consequence Chart

\*Teacher issuing infraction will inform building administration and appropriate consequences will be applied.

\*General misuse will be considered a classroom offense and students will be moved down the classroom behavior chart.

<u>Infraction</u>	<u>Consequence</u>
<b>Battery</b> – Battery is dead, or not enough power for school day.	Strike
<b>Forgot</b> – CHROMEBOOK is forgotten at home, somewhere not within the school	Strike
<b>Settings</b> – Changing settings that may interfere with school use (background, brightness, and sounds)	Strike
<b>Downloading</b> – Downloading of apps or downloading other materials not assigned by teachers. <i>**See Inappropriate Pictures**</i>	Strike
<b>Inappropriate Pictures</b> – Downloading/Taking inappropriate pictures (including, but not limited to nudity, gangs, guns, and profanity)	Strike/Notify Administration/Parent Call
<b>Deleting Apps</b> – Deleting apps loaded by the school	Strike/Cost of lost app(s) if applicable
<b>Applying Passwords/Disabling CHROMEBOOK</b>	Strike/Cost of lost app(s) if applicable

### Strike Consequences

1 <sup>st</sup> Infraction	Warning (Grade level CHROMEBOOK Coordinator)
2 <sup>nd</sup> Infraction	Loss of CHROMEBOOK take home privileges for 1 day (Principal Contact)
3 <sup>rd</sup> Infraction	Loss of CHROMEBOOK take home privileges for 3 days (Principal and Parent notified)
4 <sup>th</sup> Infraction	Loss of CHROMEBOOK take home privileges for 1 week (Parent note or call/Principal Notified)
5 <sup>th</sup> Infraction	Principal will issue further appropriate consequences)

## **7. PROTECTING & STORING YOUR CHROMEBOOK**

7.1 CHROMEBOOK Identification - Student CHROMEBOOKs will be labeled in the manner specified by the school. CHROMEBOOKs can be identified in the following ways:

- serial number and engraving
- Monte Vista School District label with barcode

7.2 Storing Your CHROMEBOOK - When students are not using their CHROMEBOOKs, they should be stored in CHROMEBOOK storage area in each classroom. Nothing should be placed on top of the CHROMEBOOK. CHROMEBOOKs should not be stored in a family's vehicle. If a student needs a secure place to store their CHROMEBOOK, they may check it in for storage in the classroom.

7.3 CHROMEBOOKs Left in Unsupervised Areas - Under no circumstances should CHROMEBOOKs be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, library, unlocked classrooms, and hallways. Any CHROMEBOOK left in these areas is in danger of being stolen. If a CHROMEBOOK is found in an unsupervised area, it will be taken to the School Office. In the event that a CHROMEBOOK has been turned into the offices due to not being supervised, the student will have to check in and check out their CHROMEBOOKs from the teacher daily for one (1) week.

## **8. CHROMEBOOK INSURANCE**

8.1 School Protection - Monte Vista School District will provide Insurance Protection for as part of the yearly Technology Use Fee. Parents will need to pay the annual technology use fee before a student is issued a CHROMEBOOK. The protection covers:

- Accidental damage
- Theft - if reported in the appropriate timeline
- Fire/flood damage
- Vandalism (by someone other than a Monte Vista student)
- Natural disasters
- Power surge due to lightning

**The Monte Vista School District's Pledge for CHROMEBOOK Use**

- I will use my CHROMEBOOK in ways that are appropriate and educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or any other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to others.
- I understand that my CHROMEBOOK is subject to inspection at any time without notice and remains the property of the school.
- I will take good care of my CHROMEBOOK.
- I will never leave the CHROMEBOOK unattended and I will know where it is at all times.
- I will protect my CHROMEBOOK by only carrying it while in the case provided.
- I will never loan out my CHROMEBOOK or give my password to other individuals.
- I will not let anyone else use my CHROMEBOOK other than my parents, guardians or Monte Vista School staff.
- I will charge my CHROMEBOOK's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my CHROMEBOOK since they may cause damage to the device.
- I will not remove or deface the serial number or other identification on any CHROMEBOOK.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance and inform my teacher and the School Office immediately.

I agree to return the CHROMEBOOK, case, stylus, keyboard, keyboard case and power cords in good working condition.

I agree to the stipulations set forth in the above documents.

Student Name (Please Print Clearly): \_\_\_\_\_

Parent/Guardian Name (Please Print Clearly): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Monte Vista School District CHROMEBOOK Acceptable Use Policy Parent/Guardian Policy**

I hereby release Monte Vista School District and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the CHROMEBOOK to purchase product or services. I also agree to report any inappropriate CHROMEBOOK use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I accept that I am responsible to pay \$40 for my child's annual Technology Use Fee, which includes CHROMEBOOK insurance. (NOTE: For parents with more than one student in the district a Technology Fee payment plan may be set up by contacting the District office. Students eligible for Free Lunch may request a reduced Technology Fee of \$20 per device per year].

I have read and understand the information contained in this document and agree to abide by the rules set forth in this document.

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian E-mail \_\_\_\_\_

Parent/Guardian Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's School \_\_\_\_\_