

Chromebook Usage Agreement

Dear Parents/Guardians,

Authorized students at Terry Public Schools will be issued a chromebook for use in school and at home provided this agreement has been signed. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and use of any District-owned computer, network, electronic communication device, or account may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, and/or legal action.

To understand the expectations of the District, students and their parents/guardians are responsible for reviewing the District's Internet Acceptable Use Policy which must be signed before any student is allowed Internet access.

Ownership of the Chromebook

The District retains sole right of possession of the chromebook. The chromebooks are lent to the students for educational purposes for the academic year. Moreover, the District administrative staff and faculty retain the right to collect and/or inspect chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Responsibility for the Chromebook and chargers

Students are solely responsible for the chromebooks (and chargers for grades 7th-12th) issued to them and must adhere to the following:

- Students must comply with the District's Acceptable Use Policy.
- Students must treat their device with care.
- Students must promptly report any problems with their chromebook to a teacher who will report it to the Technology Coordinator.
- Students may not remove or interfere with the serial number, school asset tag, or name sticker.
- Students must not alter the appearance of the chromebook in any way. (You may only write on the name sticker).
- Students must not hold their chromebooks by the screen.
- Students must keep their device clean and use only approved computer screen cleaners.
 - Food and drinks are not allowed by the chromebooks. The cost of any damage that is a result of food or drink will be the total responsibility of the student. Keep your chromebook away from food and drinks.
- Students will not lend their device to other students or use another student's chromebook.
 - Students will not tamper with another student's chromebook or share the device with other family members.

Responsibility for Electronic Data

Students may only install school approved apps and extensions on their chromebooks. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Web Content Filtering

Terry Public Schools employs a Children's Internet Protection Act (CIPA) compliant web filtering device for in-school and off-site filtering of the chromebooks. Any attempt to bypass this device or disable the filtering will be deemed a violation of the District's Internet and Acceptable Use Policy and will result in disciplinary action.

Spare Equipment and Lending

If a student's chromebook is inoperable, the school has a limited number of spare devices for use while the student's chromebook is repaired or replaced. This agreement remains in effect for the loaner device.

Charging and Storage Location

Each student will be provided a place to store and charge their chromebook in the school. The chromebook is still the responsibility of the student and the District will not be responsible for lost or stolen devices.

Disciplinary Action

The first offense will result in a warning, subsequent offenses may include:

- Detention
- Loss of Chromebook privileges
- Penalty box (only school directed websites accessible)
- Loss of technology use.
- Cost of repair

Depending on severity of violation the administration may jump to any level of discipline.

Device Damage

The student will be responsible for the cost to repair damage to their device at an hourly rate (approximately \$25 per hour). All breakages will be the responsibility of the student unless mechanical defect can be proven. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full purchase price (approximately \$230) for a new device.

Use Chromebook Signature Form

By signing below, the student and their parent/guardian agree to follow and accept:

- Chromebook Agreement (this document)
- That the District owns the chromebook, software and issued peripherals
- In no event shall Terry Public Schools be held liable to any claim of damage, negligence, or breach of duty.
- If the student ceases to be enrolled in the Terry Public Schools, the student/parents will return the chromebook in good working order or pay the full replacement cost of the device (approximately \$230). In addition, the student must also return the chromebook charger. If this item is not returned, the student/ parent must pay for the Chromebook charger (\$50).
- In no event shall Terry Public Schools be held liable to any claim of damage, negligence, or breach of duty.

Print Student Name _____ Grade _____ Student

Signature: _____

Parent/Guardian Signature: _____

The following resources were used to create this document:

Sweetgrass chromebook policy, Sweetgrass School District

https://www.leyden212.org/NEWS/Chromebooks/Chromebook_Procedures_Info.pdf, West Leyden High School 1000 Wolf Road, Northlake, IL 60164 [May 2015].

Cayuse Prairie School's One-to-One Chromebook Procedures, Rules, and Agreement Form, Cayuse Prairie School, Kalispell, MT

Lincoln High School iPad Student Acceptable Use Procedures and Information 2012-2013, <http://www.lakecity.k12.mn.us/>, Lake City Public Schools, Lincoln High School, 300 S. Garden St., MN 55041

<http://www.cascade.k12.mt.us/District/2485-Chromebook-Info.html>, Cascade Public Schools, 321 Central Ave W, Cascade, MT 59421