

Heyworth CUSD #4 Student/Parent Chromebook Agreement

Overview

Students today are greatly impacted by the profound changes taking place with technology over the past three decades. Now more than ever, schools must prepare students to compete in a global society and in global markets. As students begin to enter college and/or the workforce, it is imperative they possess greater listening, problem solving, communication, and collaboration skills. With these tools, they will be better equipped to be leaders in an ever changing world.

To aid in the effort to create “global learners”, Heyworth CUSD#4 has adopted a platform aimed at the 21st Century Learner initiative. This initiative requires a focus on mastering core subject matter along with those skills necessary to compete in global markets. The adopted 1:1 Initiative will help to better prepare students for their futures. This initiative entails the use of Google Chromebooks, by all students, within the classroom setting. Chromebooks, then, will become an integral part of the education platform. Below is information pertinent to the Heyworth 1:1 Initiative and the greater use of technology in the classroom setting.

Goals for Students in the 1:1 Initiative

Using this technology is designed to increase student learning and engagement. Overall, the purpose of integrating 1:1 technology is to:

- Increase student productivity when completing assignments, projects, and other assigned activities.
- Capitalize on the convergence of academic resources such as textbooks, journals, media sources, and overall best practice methodology.
- Facilitate the process of mobile learning both on and off the school campus.
- Promote active ownership over one’s schooling and learning.

General Protocols Related to this Agreement

Heyworth CUSD#4, as part of its adopted 1:1 initiative, will provide a Google Chromebook and protective sleeve to students in the 1:1 program. By accepting the provided Chromebook, the student/parents/guardians agree to:

- Adhere to the rules and regulations governing the use of Heyworth CUSD#4 computers and networks and, also, comply with all applicable copyright and other regulations regarding the use of technological devices.
- Understand that access to, and use of, district technology is a privilege, not a right. Any activity on a district owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of district technology may result in limited or banned use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.
- Not sell, lease or otherwise grant anyone rights to the provided computer and/or peripheral devices associated with the computer.
- Provide reasonable care and maintenance to the Chromebook. For further information, refer to the Care of Chromebooks section of this document.
- Not remove any factory or school label from the machine.
- Understand that if a student shows a pattern of negligence in regards to the use and care of the Chromebook, they are subject to disciplinary action in accordance with the Heyworth CUSD#4 Acceptable Use Policy and the Heyworth Jr/Sr High School and Grade School Student Handbook.

Why Chromebooks?

1. Chromebooks represent a new “space” in technology between the mobile and portable devices.
2. The Chromebook becomes a useful tool as teachers seek new and different ways to engage all learners. Having this technology at their disposal enables teachers to work collaboratively with students and one another.
3. Chromebooks are, generally, low maintenance devices. The operating system is completely web based and

requires no download or install and relatively little upkeep.

4. Chromebooks enable instant internet access.

5. Chromebooks allow for instantaneous saving of student material and data.

6. Chromebooks have an all day battery.

7. Chromebooks provide an engaging device which also serves a personal learning studio. Students can access classroom materials at anytime and in anyplace.

Technology Fee

As a means for providing equal access to all students, Chromebooks will be provided to all students for use who, along with their parents/guardians, participate in and complete a fee payment program, an orientation/training program, and provide all required form signatures. An annual Technology Fee of \$75 will be assessed each year. At the end of the 4 years, the device ownership will transfer to the student. Free or Reduced Lunch students are exempt from being charged the fee, but if they want to keep the device after the 4 years they must pay the fee.

Agreement Terms

Students are expected to comply at all times with the Heyworth CUSD#4 Acceptable Use Policy and the provisions of the Student/Parent Chromebook Agreement. Failure to comply with any provisions of the Acceptable Use Policy and Student/Parent Chromebook Agreement may or will terminate rights of use and result in repossession of the Chromebook and associated equipment by the District.

Ownership

Heyworth CUSD#4 retains sole right of ownership of the Chromebook. Chromebooks are loaned to students for educational purposes during the current school year. Rights of use and possession of issued Chromebooks expires no later than the last day of the current school year unless terminated earlier by Heyworth CUSD#4 or upon the student's withdrawal from school. Heyworth CUSD#4 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 and hardware. **When the Technology Fee has been paid in full after 4 years the ownership will transfer to the student.**

Receiving and Returning a Chromebook

Receiving a Chromebook

- Parents/Guardians and students must sign and return the Heyworth CUSD#4 Acceptable Use Policy and the Student/Parent Chromebook Agreement before a Chromebook will be issued to a student.
- Students must attend an orientation, on a particular date and time as designated by the District, to receive their equipment. Each student will receive a Chromebook, protective sleeve, and all other accompanying equipment.
- Chromebooks will be labeled by the school district and will include the device serial number. These identifications are not to be altered.
- Chromebooks and district issued email accounts are the property of Heyworth CUSD#4 and, therefore, may be subject to inspection at any time. The student should have no expectation of privacy as it relates to information stored on the Chromebook or on school supplied or supported email service.

Returning a Chromebook

- Chromebooks, and all accessories as determined by the District, will be returned at a designated time/place during the last two weeks of school.
- If a student transfers to another school, said student should return their Chromebook at the time of transfer. A student leaving the district can make the final payment(s), then ownership will be transferred to the student.

- If a student fails to turn in their issued Chromebook, student/parent/guardian will be held responsible for the replacement cost and, if applicable, any insurance deductible.
- Chromebooks will be returned to Heyworth CUSD#4 one week prior to summer break.

Care of Chromebooks

- Avoid using sharp objects on the Chromebook
- Avoid applying cleaning agents or liquids to the Chromebook. Do not use window cleaners, household cleaners, sprays, solvents or other types of liquid to clean the Chromebook. Rather, use a soft, lint free cloth to wipe down the Chromebook frequently.
- Do not attempt to fix the Chromebook yourself by trying to access internal components of the machine. If a Chromebook fails to work properly, or is damaged, it should be taken to the Library or Technology Department for repair.
- Never attempt to change or alter the operating system of the Chromebook.
- Do not throw or slide the Chromebook
- Carefully insert and/or remove cords and cables.
- Chromebooks and district provided sleeves are to remain free of any writing, drawing, stickers, or labels. Always keep the Chromebook in the provided protective sleeve when not in use.
- Chromebooks can be located remotely. Any attempt to modify, alter, or disable the locator function is a violation of the Heyworth CUSD#4 Acceptable Use Policy and will result in disciplinary action.
- Never attempt to modify or alter the identification label.
- Never leave a Chromebook unattended.
- Do not expose the Chromebook to extreme conditions of heat, humidity or cold. This will damage the device. Chromebooks should be stored in dry locations and, if exposed to previously stated conditions, it should be restored to room temperature before being turned on.
- It is the student's responsibility to charge the Chromebook each night.
- Do not stack anything on top of the Chromebook resulting in undue pressure.
- If the Chromebook is not working properly, do not contact the manufacturer. Rather, report any incident to the Library Staff or Technology Department and never have an outside party attempt to repair the Chromebook.

Repossession of Equipment

If a student does not fully comply with the Acceptable Use Policy and the Parent/Student Chromebook Agreement, Heyworth CUSD#4 shall be entitled to declare you in breach of agreement and repossess any Chromebook and associated devices.

Use and Fees

All Chromebooks through Heyworth CUSD#4 will have a 4 year extended warranty placed on the Chromebook. This will take care of all issues dealing with the Chromebook during the 1:1 program. The student, parent, and/or guardian assume all fees associated with repair or replacement not covered by the insurance. Furthermore, the following are applicable in all instances:

- Damage to the Chromebook occurring at school must be reported to the district Technology Department or Library staff immediately. Damage occurring at home must be reported to the Technology Department or Library staff no later than the next school day.
- Repeated damage to the Chromebook will result in a Minimum Fee of \$25 to a Maximum of the replacement cost for the device.
- In case of theft, vandalism, or other criminal acts, the building administrator and Technology Department or

Library should be notified immediately. Also, a police report must be filed within 48 hours of the incident. Such acts occurring off campus should be reported to the police and a copy of the report should be brought to the school. If the report is not returned, the student will be charged for the replacement cost of the device. Cost is a Minimum of \$200 with a Maximum of \$300.

- Students will be charged for the loss of the Charger. Cost is a Minimum of \$25 with a Maximum cost of \$50.
- Seniors must clear all records and pay all fees before participating in graduation.
- Students will be charged for the loss of the Chromebook Case. Minimum cost of \$20 with a Maximum cost of \$50.

Student Responsibility for the Chromebook

Students are solely responsible for Chromebooks issued to them and must adhere to the following

- Comply with the district's Acceptable Use Policy outlined in the Heyworth Jr/Sr High and Grade School Student Handbook.
- Bring the Chromebook to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action.
- Care for their device and never leave it in unsecured locations.
- Keep devices in the district issued protective sleeve when not in use.
- Promptly report any problems with their Chromebook to the district Technology Director.
- Refrain from removing or altering district identification codes and serial numbers.
- Refrain from attempting to circumnavigate device security or other district measures implemented to protect the device from misuse.
- Never attempt to remove or alter the physical structure of the Chromebook; including keys, screen covers or plastic casings.
- Never attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
- Keep the Chromebook clean. Students should not touch the Chromebook screen with their finger, pencil, pen, etc and should only use approved screen cleaners. Routine cleaning involves keeping the keyboard free of debris, maintaining all peripheral equipment properly, cleaning the screen with approved products, and ensuring the device is shut down properly.

Student Responsibility for Electronic Data

Students are solely responsible for applications or extensions on their Chromebook not installed by the district Technology Coordinator or staff. Students are also responsible for backing up data to protect from loss. Users of district technology have no rights to ownership, nor an expectation of privacy, regarding any data that is, or was, stored on the Chromebook, network, or any school issued applications. Further, users are provided no guarantee data will be retained or destroyed.

Use of Chromebooks at School

Chromebooks are intended for use at school each day. Along with specific classroom instruction, the Chromebook can serve as a medium for announcements, schedule, or calendar changes and other school messaging needs. Each student is responsible for bringing a fully charged Chromebook each day.

- If a student leaves his/her Chromebook at home, a limited number of "loaner" devices are available through the Technology Coordinator. The student is responsible for checking this device back in at the end of the day unless given other specific instructions by the Technology Department.
- "Loaner" devices may also be issued if a student's machine is under repair.

- Each student should ensure his/her Chromebook is fully charged at the beginning of each school day.
- Personalized screensavers and backgrounds are permissible, however, any screensaver containing inappropriate images or language will result in disciplinary action.
- Sound on the Chromebook should be muted at all times unless directed otherwise by the classroom teacher.
- Students should use their own headphones/earbuds with the Chromebooks. Microphone capabilities are preferred.
- Internet games are not allowed on the Chromebook.
- Instructions on how to print from the Chromebooks will be provided to students.

Use of Chromebooks at Home

- Heyworth CUSD#4 has installed Internet filtering for times when the device is off the school network. However, it is the parent's responsibility to monitor the student's home Internet usage. It is important for parents/guardians to understand no system is foolproof. Parents/guardians should take an active role in monitoring their students' activity on school issued electronic devices, especially as it pertains to use outside of the school setting.
- Chromebooks are equipped with a camera feature and video recording capabilities. These functions should only be used for school use and never without permission. Per state statute, cameras and video are strictly forbidden in restroom and locker room areas.

Chromebooks and Network Connectivity

While the district makes every attempt to ensure the network is running 100% of the time, this is never a guarantee due to a variety of circumstances. Because of this, students should always back up files to an approved storage device or cloud. In the event there are problems with the network, classroom computers are available for use along with hardcopy textbooks.

Students and Digital Citizenship

Students are expected to comply with the following guidelines regarding Digital Citizenship

1. **Respect yourself.** I will show respect for myself through my actions. I will select appropriate online names. I will consider the information and images I post online. I will consider what personal information about my life, experiences, and relationships I post. I will not be crude, vulgar, or obscene.
2. **Protect yourself.** I will ensure the information, images, and material I post online will not put myself at risk. I will not publish my personal details, contact details or schedules of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources at all times.
3. **Respect others.** I will show respect to others at all times. I will not use electronic mediums to antagonize, bully, harass, or stalk others. I will show respect for others in my choices of websites and resources. I will not visit sites containing degrading, pornographic, racist, or other inappropriate material or function. I will not abuse my rights of access by seeking to alter the ability of others to access.
4. **Protect others.** I will protect others by reporting abuse and not taking part in the forwarding of inappropriate materials and conversations.
5. **Respect Intellectual Property.** I will request to use all resources. I will suitably and accurately cite any and all use of websites and information contained within. I will acknowledge all primary sources and validate information. I will abide by the fair use rules of information.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase music and media, when required, and refrain from distributing these in violation of their individual licenses. I will always act with integrity when it comes to protecting the intellectual property of others.