

# Chromebook Contract

## 1:1 Chromebook Program

USD 403 Otis-Bison offers a 1:1 technology program. All 6th-12th grade students will use a Chromebook and participate in instructional learning activities that are increasingly supported by mobile technology. The focus of the Otis-Bison Chromebook program is to immerse students in a learning environment characterized by creativity, personalization and collaboration.

## 1. Receiving Your Chromebook

### 1.1 Receiving Your Chromebook

Chromebooks will be distributed each fall. Before receiving a Chromebook, students and parents must sign and return copies of the following documents: Student Pledge for Chromebook Use and Internet Account Policy.

### 1.2 Chromebook Check-In

Chromebooks will be returned during the final week of school for cleaning and maintenance. If a student withdraws, transfers or is suspended from USD 403 during the school year, the student is required to return the Chromebook immediately.

## 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 brought to the technology office for an evaluation of the equipment.

### 2.1 General Precautions

The Chromebook is school property and all users must follow this handbook and the Responsible Use Policy for technology.

Some important precautions are:

Cords and cables must be inserted carefully into ports to prevent damage.

Chromebook and charger must remain free of any writing, drawings, stickers, labels, etc. that are not the property of USD 403.

With the exception of areas designated by sign, the Chromebook must never be left unattended in an unsupervised area. Never. Chromebooks found unattended will be charged a fee of \$5 before being returned to the student.

Students are responsible for keeping the Chromebook's battery charged for school each day and for bringing the Chromebook to school each day. Students should keep the Chromebook in a protective soft case that USD 403 provides. Absolutely no hard cases or plastic wraps will be allowed on the Chromebook.

### 2.2 Carrying/Transporting Chromebooks

The Chromebook should never be put in a bookbag or purse. The students need to put their device in the carrying case for best care. The Chromebook may be kept in your locker so long as it is kept in its bag. Never leave the Chromebook in an unattended vehicle. Heat and cold can damage the Chromebook. Avoid dropping or bumping the Chromebook against any surface.

When moving around the school building, the student should keep the Chromebook in the case or carefully carry it with them. No running, pushing or horseplay – this is negligence and can result in damage to the Chromebook and the student will be financially responsible for repair or replacement.

### 2.3 Screen Care

The Chromebook screens can be damaged and are particularly sensitive to excessive pressure on the screen.

Avoid putting weight on the Chromebook, in particular the screen, by leaning on it or placing books or other objects on the Chromebook.

Do not place anything inside the screen that will press the cover against the screen.

Clean the screen with a soft, dry cloth or microfiber cloth. Do not use any solvents, cleaners, etc. as these will damage the screen.

## 2.4 Payment for Damages

Chromebooks and accessories must be returned to USD 403 at the end of each school year. Failure to return items in good condition will require payment in full to replace or repair the items, whichever is applicable. Repair costs will not exceed replacement costs. Students who withdraw, transfer or are suspended/expelled from school must return their Chromebook on the date of attendance termination. If a student fails to return the Chromebook, the student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the Chromebook replacement.

Students will be responsible for damages to their Chromebooks including, but not limited to, broken screens, cracked plastic pieces, damaged charging accessories, broken or missing keys, etc.

\*Parents and students are responsible for repair/replacement when:

- Damage is negligent (heat, water damage, breakage, other, etc.)
- Damage is intentional
- The device is lost or stolen.

Parents and students are not responsible for:

- Factory defects
- Malfunctions
- Anything covered by the factory warranty

Students will not be given their Chromebook back until they have paid for any repairs in full. There will be no loaners.

## 3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to classroom learning expectations, other important daily functions such as announcements, calendar/task management, etc. will be channeled through Chromebook applications. Students must bring a fully charged Chromebook to all classes, unless specifically instructed not to do so by their teacher. The Chromebook is the property of USD 403 Otis-Bison and school administration and staff have the right to inspect any material stored on a student's Chromebook or Gmail account at anytime.

### 3.1 Chromebooks Left at Home

Students are responsible for completing all course work assigned, even if they leave the Chromebook at home.

### 3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to a student when a Chromebook is being repaired, dependent upon availability of extra Chromebooks. Depending on the situation they may not be assigned one, but they will have access to computer labs and computers in the library.

### 3.3 Charging the Chromebook Battery

Chromebooks must be brought to school each day fully charged and in working condition.

Students are expected to charge the Chromebook overnight at home.

Only charge the Chromebook with the charger provided by the school.

Do not over-charge the Chromebook: unplug it after it has reached an acceptable level. Do not let it set for several hours or overnight charging. Only have it plugged in charging until it's at 100%.

Don't let the Chromebook dangle or hang by the cord, or leave it plugged in at extreme angles. It damages the charging cable, and it will fail over a short time.

### 3.4 Screensavers and Wallpaper Backgrounds

Students are permitted to personalize the Chromebook with appropriate media.

Inappropriate media would include, but is not limited to, images, words or representations of weapons, obscene or pornographic materials, profane language, alcohol, drugs, tobacco and gang-related symbols.

Students will be subject to disciplinary consequences for violating this expectation.

### 3.5 Sound, Music, Games and Applications

Applications and other media items will be installed for educational purposes on the Chromebooks.

Sound must be muted at all times unless permission is obtained from the teacher for instructional purchases.

Earbuds may be used to listen to music, podcasts or video materials. Earbuds may not be worn during passing periods in the hallways. Each teacher may have their own classroom rules governing Chromebooks and their use.

### 3.6 Printing

The Chromebooks will not be configured to allow for printing. If a student needs to print a document, they can use a lab computer or share the document with a teacher.

### 3.7 Internet Access Away From School

Students are allowed to set up wireless networks on the Chromebooks for use when not at school. School IT staff will not be responsible for diagnosing or troubleshooting wireless network connectivity issues. Regardless of location, students are expected to follow school policy regarding Internet use and school-owned devices will be subject to the school filter.

## **4. Managing Your Files and Saving Your Work**

### 4.1 Saving Your Work

The Chromebook has limited local data storage, but each student account has a large amount of Google Drive storage. All data on the Chromebook is lost in situations where the Chromebook must be re-imaged. For this reason, it is the recommendation and default setting that all data is saved to the student Google Drive account.

It is the student's responsibility to ensure academic work is properly saved. Multiple methods of saving work are encouraged. Work in Google Docs should regularly be backed up as other formats (e.g. Docs as MS Word doc, Sheets as MS Excel doc) to external USB drives to ensure multiple copies using File > Downloaded As. Chromebook malfunctions are not an acceptable excuse for not submitting work.

Students must leave at least 2GB of unused data storage on their device at all times to allow for district pushed applications, additional applications added by staff and to ensure that the device is ready for classroom use without having storage issues.

Various methods exist for storing files in the cloud, transferring files to teachers, etc. At this time, the best options for turning in work and saving/backing up files is via Google Apps accounts (Mail and Drive).

### 4.2 Network Connectivity

USD 403 Otis-Bison makes no guarantee that the network will be up and running 100% of the time. In the rare case the network is down, the district will not be responsible for lost or missing data, files, etc.

## **5. Software on Chromebooks**

### **5.1 Originally Installed Software**

The software and applications originally installed by USD 403 Otis-Bison must remain on the Chromebook in usable condition and easily accessible at all times.

The school may add software applications for use in general and for particular courses.

Students may not remove the district installed profiles or applications at any time.

The school will not be responsible for lost files, applications or data on student devices. Students are responsible for backing up their own personal data and files.

### **5.2 Additional Software**

Students are permitted to download extra extensions and applications to the Chromebook, provided they have earned the ability to do so.

Any applications added by the student must be educationally appropriate.

### **5.3 Chromebook Inspection**

The Chromebooks are school property and students should be prepared to provide their Chromebooks at any time for inspection. Inspection may occur at random or may occur as a result of suspected or known abuse of school policy.

An inspection of the Chromebook may include review of all material saved on the machine, including any applications or files added using any account.

The school reserves the right to delete anything it deems educationally inappropriate or that is in violation of any part of the USD 403 Acceptable Use policy or the Chromebook Contract.

### **5.4 Re-loading Software and Re-Imaging the Chromebook**

At times, a Chromebook may require reconfiguring and be returned to original setup and settings. Whether because of a technical difficulty, illegally downloaded software or lack of storage space of the device, the district does not accept responsibility for the loss of any software, documents, files, etc. deleted due to a re-format or re-image process.

## **6. Discipline**

If a student violates any part of the above policy or related district approved policies for technology use, s/he will be subject to consequences handed down by administration.

### **6.1 Student Activities Strictly Prohibited:**

Illegally install or transmit copyrighted materials.

Violate existing USD 403 Board of Education policy or public law.

Send, access, upload, download, or distribute profane, offensive, threatening, pornographic, obscene or sexually explicit materials.

Use chat rooms or access/use sites selling term papers, book reports and other forms of student academic work.

Use/access messaging services

Use/access internet games unless directed by a teacher.

Use outside data disks or external attachments without prior approval from school staff.

Alter/change Chromebook settings unless directed by school staff (exceptions include personal settings such as font size, screen size, brightness, etc.).

Download applications without school staff approval.

Send spam emails (sending mass or inappropriate emails).

Gain access to another student's account, files and/or data.

Use the school's internet/email accounts for financial or commercial gain or for illegal activity., such as credit card fraud, electronic forgery or other forms of illegal behavior.

Use the Chromebook to purchase goods or services via the internet while on school grounds or at school functions.

(Parents/Guardians/Students are charged with full responsibilities for any financial obligations incurred from the inappropriate use of the Chromebook.).

Provide personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts.

Vandalize school equipment, servers, etc. Vandalism includes, but is not limited to, uploading or creating computer viruses and programs that can infiltrate computer systems and/or damage software components. Any malicious attempt to harm, destroy or restrict access to school technology equipment or services is inappropriate.

Use the camera or video camera on the Chromebook to take and/or distribute inappropriate or unethical material.

Bypass the USD 403 Otis-Bison web filter through a web proxy.

## **7. Legal Information**

Students are responsible for complying with all legal and Board of Education policies.

Students must comply with trademark, copyright and license laws and agreements. Ignorance of the law is not immunity. Ask assistance from a staff member if unsure about a situation.

Plagiarism and cheating are viewed as violations of the USD 403 student code of conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media, such as graphics, video, audio, music and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary and/or legal action.

## **8. Chromebook Identification**

Each Chromebook is uniquely numbered and labeled. Do not alter or remove any identification label, sticker, etc. on the Chromebook.

If the labels become loose or start to wear off, it is the student's job to report it to the tech department and get a new label.

Students are not allowed to add any additional labels, stickers, etc.

## **9. Storing and Transporting the Chromebook**

Students are expected to maintain possession of the Chromebook throughout the school day or store the Chromebook in a secure and locked location. Never place something on top of the Chromebook as the screen is very susceptible to damage by pressure.

When transporting the Chromebook, it should never be put in a bookbag or purse. The student should place it in their school provided case and carry it separate from their bookbag or purse. The Chromebook should be taken home every night for recharging.

Never leave the Chromebook in an unattended vehicle. Heat and cold can damage the Chromebook. When moving around the school building, the student should carry the Chromebook with care. No running, pushing or horseplay – this is negligence and can result in damage to the Chromebook and the student will be financially responsible for repair or replacement.

## USD 403 Otis-Bison

### Student Pledge for Chromebook Use

I will use my Chromebook in ways that are appropriate, meet USD 403 district expectations and are educational.

I will use appropriate language when using emails, journals, wikis, blogs or 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 rumor, gossip or engage in activity that is harmful, harassing or intimidating to others.

I understand my Chromebook is subject to inspection at any time without notice and remains the property of USD 403.

I will follow the policies outlined in the 1:1 Chromebook Contract and the Acceptable Use Policy while at school, as well as off school grounds when using district owned equipment or services.

I will act responsibly with my Chromebook and intend to keep it in good working condition.

I will never leave my Chromebook unattended or unsecured. I will know where my Chromebook is at all times.

I will never loan out my Chromebook to other individuals.

I will charge my Chromebook daily and arrive at school with my Chromebook ready for use.

I will keep food and beverages away from my Chromebook since they may cause damage to the device. I recognize that spilling food or drink on the Chromebook is an example of negligence.

I will not use the Chromebook camera or video camera to take and/or distribute inappropriate or unethical material.

I will not disassemble any part of my Chromebook or attempt any repairs.

I will not deface the serial number or any other identification label or sticker on the Chromebook. I will not put personal labels, markings, drawings, etc. on the Chromebook

I will file a police report in case of theft, vandalism and/or loss and report such to the school administration.

I will be responsible for all damage or loss caused by neglect, abuse or willful intent.

I agree to return the Chromebook and power cord accessories in good working condition.

I will make responsible choices regarding the Chromebook and understand there are consequences to my decisions.

I will be responsible for all financial damage, loss, neglect, abuse, or willful intent whether it be in or outside of school.

### I agree to the stipulations set forth in the above documents including the 1:1 Chromebook Contract and Student Pledge for Chromebook Use.

Student Name: (please print) \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name: (please print) \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This contract will remain in effect as long as your student is enrolled at Otis-Bison or upon revocation of Internet privileges.**

**Effective August 8th, 2016**