

## NORTHEAST JUNIOR HIGH USD 246 CHROMEBOOK AGREEMENT

Students at Northeast Junior High School will be issued Google Chromebooks for use in school. 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 246 Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District 246 Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, receiving a failing grade, and/or legal action.*

To understand the expectations of USD 246, students and their parents/guardians are responsible for reviewing the District's Acceptable Use Policy which can be accessed on the school's website.

### **OWNERSHIP OF THE CHROMEBOOK**

USD 246 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, USD 246 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**

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

- Students must comply with the District's Acceptable Use Policy when using their Chromebooks.
- Students must bring their Chromebook to school every day.
- Students must keep their Chromebooks fully charged. (Note: A fully charged Chromebook should last the duration of the school day.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in the protective case provided. When transporting the Chromebook between classes the Chromebook should be in the provided bag and the bag should be zipped shut.
- Students must promptly report any problems with their Chromebook to the Tech Support Personnel.
- Students may not remove or interfere with school serial number identification.
- Student may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (fingers, pen, pencil, etc.) other than approved computer screen cleaners.
- Students must keep two (2) weeks of their history on their Chromebook.

## Responsibility for Electronic Data

The students are solely responsible for any apps or extension on their Chromebooks that are not installed by a member of the District 246 technology staff. 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.

## Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

- 1. Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
- 2. Protect Yourself.** I will ensure that the information, images and materials I post online 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 other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
- 4. Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist, or inappropriate.
- 5. Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge my sources. 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 use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against our Acceptable Use Policy.

## **Spare Equipment and Lending**

If the 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 loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. Disciplinary action may result for failure to fully charge their Chromebook each day.

## **Warranty and Insurance**

The student is responsible for the care and safekeeping of the chromebook issued to him or her. In the event of theft or loss, the student will be responsible to reimburse the district for the replacement cost of the chromebook. If the device is damaged beyond normal wear and tear as a result of negligence on the part of the student, the student will also be responsible to reimburse the district for the replacement cost of the chromebook.

The insurance for the Chromebooks will be \$25 per year. We will be self insuring the Chromebooks, if your Chromebook is in need of repair the school will pay 70% and the student will be responsible for 30% of the repair cost. If a student wants to purchase insurance through a third party provider, they may.

## **Consequences**

- |  |                                      |
|--|--------------------------------------|
| 1. 1st time Chromebook is not charged or forgotten at home | <b><u>Unprepared w/ a circle</u></b> |
| 2. 2nd time Chromebook is not charged or forgot at home    | <b><u>Strike w/ a circle</u></b>     |
| 3. 3rd time Chromebook is not charged or forgot at home    | <b><u>Detention</u></b>              |
| 4. 4th time and so on....                                  | <b><u>Detention</u></b>              |
| 5. Consequences will start again each nine weeks.          |                                      |

**SIGNATURE FORM**

**STUDENTS & PARENTS SIGN THIS COPY & RETURN**

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

The Acceptable Use Policy of USD 246.

The Chromebook Agreement

The Website and Social Media Guidelines (below)

That USD 246 owns the Chromebook, software and issued peripherals

If the student ceases to be enrolled at USD 246 Northeast, the student/parents or guardians will return the Chromebook in good working order or pay the full replacement cost of the computer to the district. If one or both of these items is not returned, the student/parent or guardian must pay \$45 for the Chromebook charger and/or \$30 for the Chromebook case. In no event shall USD 246 be held liable to any claim damage, negligence, or breach of duty.

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

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

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

Date \_\_\_\_\_

**WEBSITE & SOCIAL MEDIA GUIDELINES:** Think before you act because your virtual actions are real and permanent!

Guideline	Student Initials	Parent Initials
-----------	------------------	-----------------

---

Be aware of what you post online. Websites and social media are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges or employers to see.

---

Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. What is inappropriate in the classroom is inappropriate online.

---

Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, birthdates, and pictures. Do not share passwords with anyone other than your teachers and/or parents.

---

PLEASE COMPLETE BACK OF THIS FORM

Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for school usage.

---

Do your own work! Be aware that it is a violation of copyright law to copy and paste other's thoughts.

---

Be aware that pictures may also be protected under copyright laws.

---

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

---

Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation.

---

If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

---