



HARRISVILLE CENTRAL SCHOOL CHROMEBOOK TERMS AND AGREEMENT DOCUMENT



**(THIS SIGNED DOCUMENT IS REQUIRED ONLY ONCE FOR YOUR ENTIRE SCHOOL CAREER.
FOR ALL STUDENTS AND NEW STUDENTS)**

Parent/Guardian & Students: Please complete this form and return the first page only

Student's Name (print): _____ Student's Grade: _____

Student/Guardian & Parent Chromebook Usage Agreement

We understand that students and parents share the responsibility to care for the Chromebook, an educational tool, issued by the Harrisville Central School District (HCSD). We understand and agree to the rules listed below and all enclosed usage guidelines included in the Student/Parent Usage Guidelines. In the event of a damaged or stolen Chromebook, it is the student/parents' responsibility to pay cost of repair or replacement device.

Once a school owned device has been reported as lost or stolen the device will be rendered inoperable by Chromebook. This means that the device is deactivated and will no longer function. Textbooks will be provided to student in the event that the Chromebook is lost, stolen or damaged.

1. I understand that a Chromebook assigned to me remains the property of HCSD; therefore, my device may be confiscated and is subject to inspection at any time without notice.
2. I will be responsible for taking care of my assigned Chromebook, charging it with the cords provided to me, and I will be responsible for all fees associated with damage of my assigned device.
3. I will use my Chromebook as an educational tool and in an appropriate manner.
4. I will protect my Chromebook from damage.
5. I will not disassemble any part of my Chromebook or attempt any repairs, and I will keep food and beverages away from my device.
6. I will know where my Chromebook is at all times. I will never leave my Chromebook unattended or loan it to other individuals including adult staff, and/or student peers.
7. I will not place decorations (such as stickers, markers, etc.) or deface the serial number or HCSD label on my Chromebook.
8. I will follow the policies outlined in the Student Chromebook Usage Guide at all times.
9. I will notify the school of theft, vandalism, and other acts done to my Chromebook as soon as possible.
10. I agree to return the Chromebook in good working condition.

I DO want my student to receive a Chromebook. We agree to the Chromebook Terms.

Parent/Guardian's Name (print) Parent/Guardian's Signature Email Address Date

Student Signature Date

Harrisville Central SCHOOL DISTRICT (HCSD)
STUDENT CHROMEBOOK USAGE AGREEMENT
The student agrees to the following expectations.

- The Chromebook, an educational tool, is the property of the HCSD. It may be confiscated and inspected at any time. The student should have NO expectation of privacy of any materials found on the device.
- HCSD Chromebooks are provided as an educational tool for school work. Students are encouraged to think of the school-issued device like they would any other school owned instructional equipment or material and take care accordingly.
- HCSD makes no guarantee, written or implied, that materials on the device including school work, will be safe from deletion or corruption, accidental or otherwise.
- The Chromebook comes equipped with a front facing camera and video capacities. Student must request permission before recording an individual or group. Recording must be used appropriately in an educational manner. HCSD reserves all rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not property of the HCSD affixed labels. District affixed labels and tags shall not be removed from the device.
- Inappropriate or provocative images including, but not limited to: pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to classroom/school consequences.
- Adding or deleting of a Chromebook "app" is by IT permission only. Failure to comply may result in restricted access to the device and/or a reimaging cost to the student.
- Games, music, videos, and sound use will be at the discretion of the classroom teacher and school administrators.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

Parent/Guardian Chromebook & Internet Guide to Student Use

HCSD recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

1. **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.
2. **Review your child's friends list.** You may want to limit your child's online "friends" to people your child actually knows and is working with in real life.
3. **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
4. **Report unwelcome or malicious online threats.** Report in a timely fashion to the school any online interactions that can be considered threatening.

5. **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for, recharged, and when and where its use is appropriate.
6. **Take a look at the apps or programs.** It is to the advantage of the students, parents/guardians, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
7. **Read and share with your child the HCSD care and use policies.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.
8. **Please explain to your child that his/her Chromebook may be selected at random to provide their Chromebook for inspection.**

Your child should have NO expectation of privacy of any materials found on the Chromebook.

Parent/Student Financial Responsibility for Repairs

Students must report any damages to the teacher who will then notify the IT department. Any minor/accidental damage to Chromebook is covered as long as all school rules and procedures were being followed when the damage occurred. Intentional damage or obvious neglect is not covered. At that time a claim is submitted, **Students/Parents are responsible to pay full cost of the repair or Chromebook (please see itemized replacement cost document).**

If a student loses or damages a Chromebook, he/she will receive a loaner device to ensure there is no disruption in his/her learning. Once school issued device has been repaired students will exchange their loaner chromebook for their assigned chromebook.

Once a school owned device has been reported as lost or stolen the device will be rendered inoperable. This means that the device is deactivated and will no longer function.

Returning your Chromebook

Chromebooks will be returned to the school office when students transfer to other schools. The same applies to students who are expelled or terminate enrollment out of the HCSD or program. All other students will return their Chromebooks with all accessories at the end of the school year during the final week of school.

Parents/Guardians & Students will be responsible for any damage to the Chromebook, consistent with the HCSD's Chromebook Protection Plan and must return the Chromebook and accessories to the IT department (Mrs. LaVancha) in satisfactory condition with all accessories.

Student Owned Devices

Should a student choose to purchase their own Chromebook or mobile device for school use, that device will be regulated by the same rules and requirements as if it was a school owned device. This includes, but is not limited to, the Acceptable Usage Agreement, Chromebook Agreement, Student Usage rules, and all appropriate laws and regulations.

Chromebook Care and Maintenance

The Chromebook is school property and all users will follow this policy and the HCSD Acceptable Use Policy for this technology. Students are responsible for the general care of the Chromebook you have been issued by the school. Chromebooks that are broken or fail to work properly must be taken as soon as possible to the (IT Tech - Mrs. LaVancha) for an evaluation of the equipment.

General Care and Precautions

1. Only use a clean, soft cloth to clean the screen, no cleansers of any type. Do not use liquid cleaners to clean your issued Chromebook screen. Do not submerge your Chromebook in water or any cleaning solution. Your Chromebook screen is LCD. Do not "bump" the device against lockers, walls, floors, etc. as it will eventually break the screen. Avoid placing too much pressure and weight on your Chromebook screen.

2. You must not take off any School District labels, barcodes, or tags. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
3. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Harrisville Central School District.
4. Chromebooks must never be left unattended or unsecure locations.

SOFTWARE ON CHROMEBOOKS

Originally Installed Software

Apps originally installed by HCSD must remain on the Chromebooks in usable condition and be easily accessible at all times. From time to time the school may add software Apps for use in a particular course. Periodic checks of Chromebooks will be made to ensure that students have not removed required Apps or added Apps that are not school appropriate as defined by the Student Usage Guide, Acceptable Usage Policy, and all applicable laws.

Additional Software

HCSD will provide access to synchronize the Chromebooks so that they contain the necessary Apps. All items contained on the Chromebooks must be school appropriate and follow all school guidelines whether personal or not. **Students must remember the Chromebook is property of HCSD.**

CHROMEBOOK ACCEPTABLE USE POLICY

Statement of Responsibility

The use of the Chromebook is a privilege. The user is responsible for what he/she says and does on his/her school assigned Chromebook. Network administrators will make reasonable efforts to maintain reliable service. They cannot, however, absolutely guarantee that the system will always be available or operating correctly. Students should know that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Parent/Guardian Responsibilities

Talk to your student about values and the standards that your student should follow on the use of the Internet just as you would on the use of all media information sources such as television, telephones, movies, and radio.

Should you want your student to opt out of having a Chromebook, you will need to sign the "opt-out" portion of the Chromebook Usage Agreement indicating that you understand your student is still responsible for meeting all course requirements using traditional means. **All necessary textbooks will be issued in place of the Chromebook.**

School Responsibilities:

Provide Internet and Email access to all students on site only at school.

Provide Internet filtering/blocking of inappropriate materials as able on site only at school. Can not guarantee the quality of filtering when off the school network.

School web filters may not function when used at home.

Provide network data storage areas. These will be treated similar to school lockers. Harrisville Central School District reserves the right to review, monitor, and restrict information stored on or transmitted via HCSD owned equipment and to investigate inappropriate use of resources.

Provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

Students Responsibilities:

Using Chromebooks/digital devices in a responsible and ethical manner.

Obedying general school rules concerning behavior and communication that apply to network use and according to

the HCSD Acceptable Use Policy.

Using all technology resources in an appropriate manner so as to not damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions caused by the students’ own negligence, errors or omissions. Use of any information obtained via

HCSD’s designated Internet System is at your own risk. HCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Helping HCSD protect our computer system/Chromebooks by contacting an administrator about any security problems they may encounter.

Monitoring activity on their account(s).

If a student should receive email or other electronic message containing inappropriate, threatening or abusive language or if the subject matter is questionable, he/she is asked to contact a school administrator.

Returning their Chromebook to the IT Tech department (Mrs. LaVancha) at the end of each school year. Students who move schools, are expelled or terminate enrollment at Harrisville Central School District must return their individual school Chromebook and accessories on the last day of attendance.

Student Activities Strictly Prohibited

Illegal installation or transmission of copyrighted materials.

Any action that violates existing HCSD Board Policy, or public law.

Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

Use of sites to sell or buy term papers, book reports and other forms of student work.

Messaging services and chat rooms (i.e.: MSN Messenger, ICQ, etc.) without prior staff permission Internet/computer games with inappropriate content (i.e. extreme violence).

Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.) Downloading non-school appropriate Apps.

Spamming or sending mass or inappropriate emails.

Gaining access to other student’s accounts, files, and/or data.

Use of the school’s Intranet/E-mail accounts for financial or commercial gain or for any illegal activity.

Use of anonymous and/or false communications through web services such as MSN Messenger, Yahoo Messenger, Facebook, etc.

Participation in credit card fraud, electronic forgery or other forms of illegal behavior.

Vandalism (any malicious attempt to harm or destroy hardware, software or data) of school equipment will not be allowed.

Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.

By passing the Harrisville Central School District’s web filter through a web proxy or Virtual Private Network (VPN)
Other activities deemed inappropriate by HCSD.

“Jail-breaking” of a Chromebook for any purpose.

Student Chromebook Care

Chromebook batteries must be charged and ready for school each day.

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Only labels or stickers approved by Harrisville Central School District may be applied to the Chromebook device and/or Chromebook device protector/cover if provided.

Chromebooks that malfunction or are damaged must be reported to the IT department. HCSD Information Technology Services will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been damaged from student misuse or neglect will be repaired with cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally.

Students are responsible for any and all damage.

Chromebooks that are stolen must be reported immediately to the school.

Following the Law

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.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary action in accordance with all applicable District, state, federal laws. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

Student Discipline

The discipline procedure in the HCSD Student Handbook and behavior matrix addresses serious and major offenses such as stealing and destruction of school or personal property; cell phone user policy; possession of improper images on any electronic device; or any other violation of the school discipline policy will apply to the Chromebook device. Depending on the seriousness of the offense students may lose Chromebook and/or network privileges as well as being held for detention, suspension or even in extreme cases expulsion.

HCSD Information Technology Replacement Costs

- Chromebook base unit with replacement ADH 3 year warranty \$250.00
- AC Charger and power cord \$25.00
- Screen replacement \$150.00 (Touchscreen)
\$50.00 (non-touchscreen)
- Key replacement \$25.00
- Keyboard replacement \$60.00
- Cleaning charge - will be applied if device has marker, stickers, food, ect... \$30.00

* Prices subject to change based on availability and market changes