

# RED BANK REGIONAL SCHOOL DISTRICT

## STUDENT CHROMEBOOK AGREEMENT

Technology clearly plays a significant role in our lives and the lives of our students. Educationally, technology and digital tools can be advantageous for accessing, processing and producing content as well as enhancing instruction in the classroom. Technology also allows our students to collaborate in ways that were not previously possible and the integration of digital tools helps ensure that students develop skills necessary to be successful in today's world. Those skills are not only transferrable between content areas, but also applicable to future academic and job related tasks. By providing equitable access to educational technology, we have already noted many benefits including increased organization, flexible submission of work, more frequent communication between teachers and students, access to more current resources, seamless collaboration and differentiated instruction. It is our belief that the RBRHS 1:1 initiative will:

- increase student engagement
- provide immediate feedback
- reduce the achievement gap
- increase access to anytime learning
- inspire creativity and innovation

### DEVICE EXPECTATIONS:

#### **Students will bring the Chromebook to school every day.**

The RBRHS Chromebooks are being provided to enhance the educational experience at RBRHS. If a student forgets the RBRHS Chromebook, he/she will be unable to participate fully in that day's activities in the classroom, just as they would if they came to class unprepared. If a student forgets their Chromebook at home, they may not have it for the day. All work assigned and completed on the Chromebook is the responsibility of the student.

#### **Students will charge the Chromebook nightly and will begin each day with a fully charged battery.**

The RBRHS Chromebook needs to be fully charged for each day. Students should not leave the Chromebook in their lockers overnight and agree to bring the Chromebook back and forth between school and home on a daily basis. The Chromebook should be charged in a location which is both secure and safe so no damage will be accidentally done to the Chromebook when it is charging. The average time it takes to fully charge a Chromebook to 100% is 3 hours.

#### **Students will not leave the Chromebook unattended.**

When not in the student's possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks found at school will be collected and stored in the schools' main office. Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook rests solely with that individual.

#### **Students will keep the Chromebook secure and safe when carrying or transporting.**

Chromebooks are sensitive and expensive electronic devices, and proper care of them is the responsibility of the students to whom they are issued. The district will provide a carrying case with each Chromebook. Carefully transport your Chromebook to school every day in the district provided case. Avoid placing weight on the Chromebook. Never throw or slide a Chromebook. Never expose a Chromebook to long-term temperature extremes or direct sunlight. Please do not store a Chromebook in a vehicle.

**Students will only use the RBRHS Chromebook when in a location which is free from food, liquid and debris that could damage the device and which provides a flat surface on which to operate.**

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Students should not use the RBRHS Chromebook in an area where food and drink are present. Spilling any sort of food or drink on the Chromebook could permanently damage it. The Chromebook should only be used on a flat surface where it will not fall to the ground or damage the screen. Pets and siblings can also damage the Chromebook. Care should be taken to always have the Chromebook in an environment where it can be operated safely. Chromebooks should not be placed on top of soft items like pillows or blankets which could cause the Chromebook to overheat.

## **Students should not slam or push on the lid, or set objects/books on top of the Chromebook.**

Screen damage is the #1 type of damage for Chromebooks and it can be avoided with proper care. It is the student's responsibility under this agreement to avoid such damage. The Chromebook is an electronic device; handle with care. Never throw a book bag that contains a Chromebook. Never place a Chromebook in a book bag that contains food, liquids, heavy, or sharp objects. Do not use any sharp object on the Chromebook. The Chromebook screen is glass and is vulnerable to cracking. Never place heavy objects on top of the Chromebook and never drop your Chromebook. Careful placement in your backpack is important. The Chromebook can be cleaned with a soft, damp lint-free cloth. Avoid applying liquids to the Chromebook. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia or abrasives to clean the Chromebook.

## **Students will make the RBRHS Chromebook available for inspection by an administrator, teacher or staff member upon request. Students understand that the RBRHS Chromebook and its contents can be monitored by RBRHS staff.**

The Chromebook is the property of the RBRHS District and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook. The RBRHS Chromebooks are the property of RBRHS and are being loaned to the students for educational purposes. At anytime, an RBRHS staff member can inspect a student's Chromebook. Students will return the Chromebook to RBRHS prior to withdrawing or leaving RBRHS for summer vacation.

## **Students will use appropriate and respectful language in all communications, and will abide by all RBRHS school policies while using the Chromebook, both at school and at home.**

Because all Chromebooks are RBRHS property and are issued as an educational tool and resource to students, any behavior, materials, or communication involving the Chromebook that are deemed inappropriate by an RBRHS staff member may result in disciplinary action regardless of whether they took place or were received at school or away from school.

## **Students will abide by all copyright laws.**

Copyrighted material is protected by law. Any use of copyrighted material should be appropriately noted in any school work. Please check with a teacher if you have any questions about using copyrighted material

## **Students will use the RBRHS Chromebook for educational purposes.**

All RBRHS Chromebooks must be used in support of the educational initiative of RBRHS. This access may be revoked at any time for abusive or inappropriate conduct related to the use of the Chromebook. Failure to comply with the RBRHS policies or the guidelines stated in this document for care and use of the Chromebook may result in the loss of privilege to take the Chromebook home or use of the Chromebook in general. Attempting to bypass the filter or using the Chromebook for non-educational purposes while at school is prohibited. At home, it is the responsibility of the parents or guardians to ensure that the Chromebooks are being used in accordance with this policy

## **Students will be expected to use teacher selected sites, apps, and extensions to complete daily work and assignments.**

Activities assigned in class will be in support of education and research, and consistent with the educational objectives of RBRHS. Students will be utilizing pre-screened online resources to complete work assigned in class. Teachers will have the authority to select appropriate sites, apps, and extensions as per district policy that are in the best interest of the student to use and the most appropriate tools to complete assignments.

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**Students will not use or harm another student's Chromebook. Students will not loan the RBRHS Chromebook assigned to them to others. Students will not use or attempt to use another student's or a RBRHS staff member's subscriptions, logins, files, or personal information.**

The RBRHS Chromebook is assigned to one student for educational purposes and should not be loaned to others. Passwords and logins should remain confidential with the individual students. Any material on the RBRHS Chromebook obtained with their login or password is the responsibility of the student.

**Students will not give out personal information, such as name, address, photo, or other identifying information on the Internet, nor will students misidentify themselves during online communication in an attempt to avoid detection for any misbehavior or rules violation.**

Giving out personal information on the internet can be dangerous. Students should never misidentify themselves or reveal their age on the RBRHS Chromebooks. Students should not share files except for school related projects or assignments.

**Students will not change the configuration of the RBRHS Chromebook, including the network and security settings.**

Policy settings are preconfigured on all RBRHS Chromebooks and are managed by the RBRHS Administration. Any attempt to bypass these preconfigured settings is prohibited. Students will log into the RBRHS Chromebook ONLY with their school assigned Google Apps for Education user account. Students may not log into the RBRHS Chromebook using a non-RBRHS assigned account.

**The student will use the Chromebook Camera & Microphone for approved use only.**

The Chromebook comes equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with school policies and State and Federal laws. Users of the Chromebook device are required to use the device in a manner that complies with these and other RBRHS policies. Use of the Chromebook in a manner that violates RBRHS policy may result in revocation of the device and may result in further disciplinary consequence. Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes. Therefore, electronic recordings obtained with the Chromebook may not be shared, published or rebroadcasted for any reason by the student without permission. Furthermore, users of the Chromebook should be aware that State and Federal laws in many instances prohibit secret recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

**Students will not deface or otherwise decorate the RBRHS Chromebook.**

Students are expected to treat the RBRHS Chromebooks with care and respect. Students will be issued the same Chromebook each year until the device is replaced per the district's standard practices, or is damaged to the point of necessary replacement, which may result in a fine or payment for the device at student/family cost (as detailed in the following section entitled "Device Repair and Replacement"). The Chromebooks are the property of RBRHS and are not to be defaced by any student. This includes pen marks, stickers, marring the surface, picking at the keys, glitter, etc.

**Students must abide by parental guidelines when traveling with or using the RBRHS Chromebook at locations other than RBRHS.**

All Chromebooks are RBRHS property, issued to students as an educational tool and resource, and as such, use of the Chromebook is subject to district limitations regardless of time or location. We are relying on parents/guardians to be the best judges of where and how their child may use the RBRHS Chromebook. It is the parent(s)/guardian(s) who/m may bear the financial responsibility for any damage or loss of the Chromebook.

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## DEVICE REPAIR AND REPLACEMENT:

### **Students will not attempt to repair, alter, or make additions to the RBRHS Chromebook**

If any repairs need to be made, the student should return the RBRHS Chromebook to a designated location within the school. Depending on the condition of the Chromebook and the repair needed, there may be a loaner Chromebook given until the assigned Chromebook is repaired. No attempts should be made to fix the Chromebook except as supervised by an RBRHS staff member. Unauthorized repairs to the Chromebook can invalidate its warranty, which may lead to a fine or payment for the device at student/family cost.

### **Students will report all problems and damage immediately to a RBRHS staff member. Students will not attempt to remove asset or identification names on the Chromebook. Students will report loss/theft of the RBRHS Chromebook to their parents/guardians, RBRHS Administration, and proper authorities within 24 hours.**

Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed. Do not attempt to gain access to the internal electronics or repair your Chromebook. If your Chromebook fails to work or is damaged, report the problem to an RBRHS staff member as soon as possible. Chromebook repair/replacement options will be determined by the School Administration. You may be issued a temporary Chromebook until your Chromebook is working properly or replaced. If the Chromebook is experiencing technical difficulties outside of school hours, you will need to wait until you return to school to fix it.

- All Chromebooks are covered under Accidental Damage warranty that allows for one accidental incident per year. There will be no fee charged and Parents will be notified. If a second or subsequent incident occurs then the student/parent will be responsible for the repair or replacement cost.
- If the Chromebook is lost or stolen, a replacement fee of **\$275.00** will be assessed for complete package replacement (Chromebook, AC power cord, and case).
- Additional costs for lost accessories are as follows (these do not count as offenses), and will be replaced upon collection of the fine:
  - A replacement charger will cost **\$35.00**.
  - A replacement case will cost **\$25.00**
- All Chromebooks must be returned at the end of each school year. Students who leave RBRHS during the school year must return the Chromebook to their building's main office, along with any other accessories, at the time they leave.
- In the event that a fine is payable consistent with the above language, or a Chromebook is not returned by a student leaving RBRHS, the fine, return of the equipment, or replacement cost shall be enforceable by all legal means. Seniors or students leaving the district and failing to return equipment shall not be issued transcripts or diplomas until all equipment is returned and/or fines are paid in full. Students with outstanding fines will not be permitted to remove their Chromebook or related equipment from school premises and shall not be issued report cards until all equipment is returned and/or fines are paid in full.

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## CHROMEBOOK RULES AND GUIDELINES SIGNATURE PAGE

*Please review the terms and sign below this message.*

*This form can also be signed electronically thru the Parent Portal*

Signing this form acknowledges that you have completely read the rules and guidelines regarding the RBRHS Chromebook initiative **with your student**. Detach this page and sign the agreement below with your student. Students will need to bring this page with them when picking up their devices.

### **Parent Agreement Statement**

By signing this agreement, I confirm that I have completely read and understand all the rules and guidelines associated with the RBRHS Chromebook initiative, as set forth through the four (4) pages of detailed expectations. I agree to follow these rules and oversee my student's use of the Chromebook. I understand that I am ultimately responsible for any damage or loss of the RBRHS Chromebook and agree to pay any related fees due to damage or loss as outlined in the rules and guidelines for use. I agree to hold my student accountable for following these rules and guidelines when my student has the Chromebook off school campus.

**Parent/Guardian Name (Printed)** \_\_\_\_\_

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

**Date** \_\_\_\_\_

### **Student Agreement Statement**

By signing this agreement, I confirm that I have completely read and understand all the rules and guidelines associated with the RBRHS Chromebook initiative, as set forth through the four (4) pages of the initiative overview and expectations. I agree to completely follow these rules at all times while the Chromebook is under my care. I agree to keep the Chromebook safe and secure at all times and understand I am responsible for returning the Chromebook to RBRHS at the end of the school year (or upon withdrawing from RBRHS) in the same condition as I received it.

**Student Name (Printed)** \_\_\_\_\_

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

**Date** \_\_\_\_\_