

Douglas Public Schools Chromebook Use Agreement

1.0 General Information

The policies, procedures and information within this document apply to all student Chromebooks used in the Douglas Public Schools, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

1.1 Receiving the Chromebook

The Chromebooks will be distributed during class. Students will be allowed to take the Chromebooks home, once both the parent and the student have signed and returned the Chromebook Use Agreement.

1.2 Returning the Chromebook

Chromebooks, with accessories, will be returned to the Douglas Public Schools during the final week of school. If a student transfers out of the Douglas School District during the school year, the Chromebook will be returned at that time. Students who withdraw, are suspended or expelled, or terminate enrollment at Douglas Public Schools for any other reason must return their individual school Chromebook with accessories on the date of termination.

2.0 CARE OF THE CHROMEBOOK

The Chromebook is school property and all users will follow the Douglas Public Schools Acceptable Use Policy in utilizing this technology resource. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or that fail to work properly must be taken as soon as possible to the Douglas Technology Department for evaluation.

2.1 General Precautions

- Do NOT deface the Chromebook in any way including, writing, drawing, applying adhesive, stickers, or anything that permanently stain or damage the surface of the device
- Only a clean, soft cloth must be used to clean the screen; no cleansers of any type should be used.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Douglas Public School District.
- Chromebooks must never be left in an unlocked locker or any unsupervised area.
- Food and drinks must be kept away from the Chromebook.

2.2 Carrying Chromebooks

- Care should be exercised when carrying the Chromebook in backpacks that hold other objects (such as folders and textbooks), to avoid placing too much pressure and weight on the Chromebook screen.
- Books should not be placed on top of the Chromebook when being carried.

2.3 Screen Care

The Chromebook screen can be damaged if subjected to rough treatment. The screen is particularly susceptible to damage from excessive pressure.

- Do not lean on the top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not “bump” the Chromebook against lockers, walls, car doors, floors, etc., as doing so will eventually break the screen.
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2.4 Keyboard Care

The Chromebook keyboard should be returned intact with no damaged keys

- Do not remove keys from the keyboard
- Do not tamper with the touchpad
- Report damage immediately to the School Office

3. USING THE CHROMEBOOK AT SCHOOL

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher.

3.1 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the Technology Department. Requests for loaner Chromebooks will be filled, based on availability.

3.2 Screen Savers/Background photos

Inappropriate media may not be used as a screensaver or background photo. Inappropriate media includes but is not limited to the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures and will result in disciplinary actions. Passwords are not to be used.

3.3 Sound, Music, Games, or Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Internet Games are not allowed on the Chromebooks. Game apps may only be installed for educational purposes. All software/Apps must be district provided or approved.

3.4 Printing

Printing will be available with the Chromebook on a limited basis. Students should talk to their teachers about which printer to use. Students will be given information and instruction on printing when using the Chromebook at school.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the Chromebook/Home Directory

Students may save work directly on the Chromebook. Storage of files will be available online using **Google Drive** through the school's Google Drive domain. Students may also e-mail documents to themselves and/or their teacher for storage on a District server. Limited storage space will be available on the Chromebook—**but it will not be backed up** in case of re-imaging. It is the student's responsibility to ensure that work is not lost, due to mechanical failure or accidental deletion.

4.2 Network Connectivity

The Douglas School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

5. SOFTWARE ON CHROMEBOOKS

5.1 Originally Installed Software

Software is not installed directly on Chromebooks. The Chromebook runs mostly web based software.

5.2 Software Upgrades

The Chromebook updates its operating system and software automatically. It is not necessary for the user to run updates.

6. ACCEPTABLE USE

6.1 Statement of Responsibility

The use of the network is a privilege. Users are responsible for what they say and do on the network. Communication with thousands of others is quick and easy. Therefore, it is crucial for the user to stop and think before communicating, and to show respect for other people and for their ideas.

Keeping the network running efficiently is beneficial for all users. Each user must take responsibility for keeping down costs and avoiding system disruption. Excessive streaming of videos or music should be avoided unless directed to do so by a teacher for educational purposes.

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. Student users should assume that none of their data is private or confidential. Any communication or data may be subject to review by network or school administration.

Internet access is available on every computer with network access in the Douglas Public Schools. Users must adhere to the Douglas Public Schools' network rules, guidelines, and procedures when connected to other networks.

6.2 Parent/Guardian Responsibilities

Parents are encouraged to speak with their children about safe usage of the Internet, including guidelines to follow in order to ensure proper usage. As with any use of media, the potential exists for misuse. It is important that students, educators, and parents all work together to ensure that students practice good digital citizenship.

6.3 School Responsibilities

- Provide Internet and Email access.
- Provide Internet Blocking of inappropriate materials to the greatest extent possible.
- Provide network data storage areas. These will be treated similar to school lockers. The District reserves the right to review, monitor, and restrict information stored on or transmitted via district-owned equipment, and to investigate the inappropriate use of resources.
- Provide staff guidance to aid students in proper technology usage.

6.4 Students Responsibilities:

- Use computers/devices in a responsible and ethical manner.
- Obey school rules concerning behavior and communication that apply to network use, in accordance with the **Douglas Public Schools Acceptable Use Policy**. This policy is available online and in the student handbooks and must be signed by students and their parents each year as part of the student handbook.
- Use all technology resources in an appropriate manner so as to not damage school equipment through negligence, errors or omissions - potentially causing loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions.
- Use of any information obtained via the Douglas School District's designated Internet System is at the user's own risk. The District is not responsible for the accuracy or quality of information obtained on the Internet through utilizing the District's services.
- Cooperate with the Douglas Public Schools in protecting the computer system and devices by promptly notifying an adult about any security problems encountered.
- Monitor account activity.
- Turn off and secure the Chromebook when finished working to protect one's work and information.
- Notify an adult immediately of any inappropriate or abusive messages received.
- Return the Chromebook to the Douglas Public Schools at the end of each school year. Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment in the District must return their individual school Chromebook computer prior to leaving.

6.5 Chromebook Care

- **The Chromebook 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 the Douglas School District may be applied to the Chromebook.
- Chromebooks that malfunction or are damaged must be reported to an adult at school, and the Technology Department will be contacted. The District will be responsible for repairing Chromebooks that malfunction. The cost to repair Chromebooks damaged through misuse or neglect will be borne by the student and/or parent.
- Chromebooks that are stolen must be reported immediately to the school's main office, and the theft will also be reported to the Douglas Police Department.
- Chromebook must be kept in their case at all times in order to protect it from damage.

6.6 Student Discipline

Students who intentionally misuse the Chromebook are subject to a range of disciplinary consequences in accordance with the school disciplinary code, including the loss of Chromebook usage and/or network privileges, detention, suspension – or, in extreme cases – expulsion.

7. PROTECTING & STORING YOUR CHROMEBOOK

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school. Please **do not remove** identifying **labels** including, the assigned user label, the barcode label, the factory issued serial number and/or the manufacturer labels.

7.2 Storing the Chromebook

When students are not using their Chromebooks, they should be stored in their locked lockers. Nothing should be placed on top of the Chromebook when it is stored. If a student needs a secure place to store their Chromebook, they may check it in for storage with their homeroom teacher.

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, hallways, and other unsupervised areas. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it will be taken to the Technology Department or the Principal's Office.

8. LOSS OR DAMAGE

In cases of theft, vandalism and other criminal acts, a police report - or in the case of a fire, a fire report – must be filed by the student or parent. A copy of the police/fire report must be provided to the Principal's Office. If it has been determined in the sole judgment of the school district that intentional damage was done to an Chromebook, or the Chromebook is lost, the students' parents will be responsible for the repair or replacement cost.* Students/parents are not responsible for routine "wear and tear."

*Current replacement cost for the Chromebook is \$240 subject to change. Cost to replace a damaged screen is \$45. Cost to replace a damaged keyboard is \$35 and cost to replace a lost charger is \$35.

I have read and agree to the terms of the Douglas Chromebook Use Agreement. I understand that unless I sign this agreement, my child will not be allowed to take a Chromebook home. I understand that I will be held responsible for the return of the Chromebook to the Douglas Public Schools*

Student Name (Please Print) _____

Student Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____

***Replacement cost for Chromebook is \$240 (Subject to change)**

***Replacement cost for a lost charger is \$35**

***Replacement cost for a damaged keyboard is \$35**

***Replacement cost for a damaged screen is \$45**