



Lincoln Parish School District Chromebook/tablet Agreement

The Lincoln Parish School District is pleased to provide students in grades 3 through 12 with a district-owned Chromebook/tablet for use at school and at home. Students in Grades Pre-K through 2 will be provided a Chrome Tablet; however, this tablet will not be issued to take home except in certain cases. Our goal is to help our students develop the necessary skills to successfully live and work in an increasingly technology advanced world by providing engaging and powerful learning experiences for all students across all curricular areas.

These learning opportunities come with certain responsibilities and obligations. District guidelines are provided herein so the student and parent/guardian are aware of the responsibilities they accept when using district-owned devices and other technology resources. In addition to following these guidelines, the student is required to follow the Acceptable Use Policy and all other applicable rules that may be set by the school and/or teacher.

1. General Information

1.1 Receiving the Chromebook/tablet

The student will receive the following: (1) a **Chromebook/tablet** to be transported daily between home and school (grades 3-12 and Pre-K – 2 as applicable) and (2) a **charging cord**, which should remain at home and used to charge the Chromebook/tablet nightly. Some Chromebook/tablets will have a protective case; however, for those that do not have a protective case, please turn them off when not in use and store in a personal protective backpack or case.

- The student and parent/guardian must sign and return this agreement before a Chromebook/tablet and accessories can be issued.

1.2 Returning the Chromebook/tablet

District-owned Chromebook/tablet and accessories must be returned at the end of each school year.

- The student must return the Chromebook/tablet and accessories in working and usable condition.
- The student who leaves the district for any reason during the school year must return the device to the school at the time of withdrawal.
- The student who transfers to another school within the district will return their Chromebook/tablet and accessories to the school where the device was issued. The student will receive another device from the new school.
- Any Chromebook/tablet and/or accessories not returned will be considered stolen property and law enforcement agencies will be notified.

2. Taking Care of the Chromebook/tablet

2.1 General Precautions

The student is responsible for the general care of the Chromebook/tablet he/she has been issued.

- The Chromebook/tablet is the property of the Lincoln Parish School District.
- No food or drink is allowed near the Chromebook/tablet.
- Do not attempt to remove or change the physical structure of the Chromebook/tablet (e.g. keys, case, etc.).
- Cords and cables must be inserted and disconnected carefully to prevent damage to the Chromebook/tablet.
- Chromebook/tablets must remain free of writing, drawing, stickers, labels, etc. that are not property of the Lincoln Parish School District.
- Devices **must never be left** in an unlocked locker, unlocked car, or any unsupervised area.
- Do not hold, lift, or suspend the Chromebook/tablet in the air solely by the screen/display.
- Never store a Chromebook/tablet in a carrying case while plugged in.
- Close the lid of the Chromebook/tablet when it is not in use in order to save battery life and protect the screen.
- Student should only charge the Chromebook/tablet with the charger issued with the device.
- The device is sensitive to extreme heat and extreme cold. Therefore, leaving it in cars, direct sunlight, etc. that may expose it to these conditions is potentially harmful to the device and must be avoided.



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- The student is responsible for bringing completely charged Chromebook/tablet for use each school day.

2.2 Carrying the Chromebook/tablet

- Transport the Chromebook/tablet with care.
- Chromebook/tablets should always be powered off, stored and carried within a protective case.
- Never transport your Chromebook/tablet with the power cord plugged in.
- Chromebook/tablet lids should always be closed and tightly secured when the Chromebook/tablet is being moved.
- While in a carrying case, do not place anything in the case that may cause damage to the Chromebook/tablet. Examples include; but are not limited to, earbuds, pens, pencils, food, and other school supplies.
- Do not walk from one location to another while the Chromebook/tablet is open. Always carry the device with two hands.
- Never move a Chromebook/tablet by lifting from the screen. Always support the device from its base with the lid closed.

2.3 Screen Care

The Chromebook/tablet screen can be easily damaged. The screens are particularly sensitive to damage from excessive pressure.

- Only use a soft, dry cloth to clean the screen. Do not use cleaners of any type.
- Do not lean or put pressure on top of the Chromebook/tablet when it is closed.
- Do not "bump" the device against lockers, walls, car doors, floors, etc.
- Do not throw or sling the carrying case containing the device.
- Do not stack any books, heavy material, etc. on top of the Chromebook/tablet. Any extra weight can crack the screen. This includes when the device is in the carrying case.
- Do not touch the screen with any objects (e.g. fingers, pens, pencils, etc.). Note: Pre-K Chrome tablets and some special education devices are finger touch enabled devices.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebook, earbuds, etc.).

2.4 Storing the Chromebook/tablet

It is the student's responsibility to ensure that the Chromebook/tablet is in a safe and secure location.

- The student should never leave the Chromebook/tablet unattended.
- When not in use, the Chromebook/tablet should be powered off and stored in a carrying case and in a secure location.
- Nothing should be placed on top of the Chromebook/tablet when being stored.

2.5 Chromebook/tablet Left in Unsupervised Areas

- Chromebook/tablet should never be left in an unsupervised area, including but not limited to, the school campus, cafeteria, library, computer lab, locker room, restroom, gymnasium, unlocked classroom, and hallway.
- A Chromebook/tablet left in an unsupervised area is in danger of being damaged or stolen.
- Unsupervised Chromebook/tablets will be confiscated by school staff.

2.6 Chromebook/tablet Identification

All Chromebook/tablets contain a Lincoln Parish School District asset tag number and manufacturer's serial number. This information will be used to identify the device and the student who is assigned to the device.

- The student must not remove or interfere with identification placed on the device.
- If the asset tag or serial number begins to detach from the device, the student should report it immediately to school authorities.



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- Lincoln Parish School District has the ability to monitor and track each device.

3. Using the Chromebook/tablet

3.1 General Information

- A student in grades 3 – 12 will be allowed to take their Chromebook/tablet home each night throughout the school year. A student in grades Pre-K – 2 will be allowed to take their device home under special circumstances and upon approval of the teacher/school.
- The Chromebook/tablet is intended for use at school each day.
- The student is responsible for bringing their Chromebook/tablet to all classes.
- Chromebook/tablets shall only be used for **EDUCATIONAL PURPOSES**.

3.2 Chromebook/tablet Left at Home

- If the student leaves the Chromebook/tablet at home, a temporary loaner may be issued if one is available. Repeatedly leaving the device at home may result in disciplinary action.
- If the student leaves the Chromebook/tablet at home, he/she is responsible for completing all assignments as if he/she had the device present.

3.3 Charging the Chromebook/tablet

A fully charged Chromebook/tablet battery should last for an entire day of regular use at school.

- The student is responsible for bringing the completely charged Chromebook/tablet for use each school day. Repeat violators may be subject to disciplinary action.

3.4 Apps and Extensions on Chromebook/tablets

- Devices are controlled and monitored by a Google Management System.
- The student is not permitted to add apps or extensions to the Chromebook/tablet and are blocked from this type of function. Access to Chromebook/tablet apps and extensions are controlled by the Lincoln Parish School District.
- Do not attempt to “jailbreak” the Chromebook/tablet or change the configuration.

3.5 Cameras and Microphones

- The student must obtain approval before using the device for taking pictures and for audio and video recordings.
- Pictures and electronic recordings may not be shared, published, or re-broadcasted for any reason without permission from the teacher and all involved parties.

3.6 Screensaver, Background, Profile Photo

- All media used for screensavers, background photos, and/or profile images must be school appropriate and can only be changed with teacher permission.
- Attempted use of inappropriate images such as, but not limited to guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and/or gang related symbols and pictures, will result in disciplinary action.

3.7 Sound

- The student may bring personal headphones or earbuds to be used at school; however, the school is not responsible for loss or theft.



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- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes or the teacher allows for headphone use.

3.8 Managing and Saving Digital Work to the Chromebook/tablet

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. A user can store their document, as well as other files, in the Google Cloud Account (Google Drive).

- The student will save work to his/her Google Drive which will be accessible from any device with Internet access.
- If a wireless Internet connection is not available, Google Apps for Education documents can be made available for offline editing prior to loss of Internet connectivity. Once connected to the Internet, offline documents will sync to the Google Cloud environment, allowing the student to work offline.
- If a Chromebook/tablet needs repair, it is possible that files stored locally on the device may be lost if the device has to be reset.

3.9 Printing from the Chromebook/tablet

- Printing will not be available with the Chromebook/tablet. If required, the student may print school assignments using a desktop computer in an area designated by the school.

3.10 Privacy and Security

- In compliance with state and federal regulations, the Lincoln Parish School District utilizes a CIPA (Children's Internet Protection Act) compliant filtering software and other technologies to prevent students from accessing websites that are obscene, pornographic, harmful to minors, anti-social, or promote illegal activity. The district also monitors the online activities of students through direct supervision and/or technological means.
- Electronic access may include the potential for access to inappropriate content despite the best efforts of supervision and filtering because no content filtering is capable of blocking 100% of the material available on the Internet. Should access to an inappropriate site occur, the student must notify the teacher immediately.
- The use of anonymous proxies to bypass content filters is strictly prohibited.
- A monitoring software will be used to scan and detect inappropriate content in the student's Google Drive, regardless of the device being used.
- Users of Lincoln Parish School District technology resources have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook/tablet, the school network, or any district issued applications and are given no guarantees that data will be retained or destroyed.
- The student will only be able to login to the school-issued Chromebook/tablet using the lincolnschoolscb.org account.
- Guest access is not available on LPSD Chromebook/tablets. The student must login to use the device.
- Do not share your password.
- Do not allow another student to use your Google account. Likewise, do not log-on to another student's account.
- LPSD reserves the right to inspect or confiscate a student's device, change a student's password to access the account, and/or suspend the student's account for any reason.

3.11 At Home Use

- The student is allowed to set up access to home wireless networks on his/her device.
- The student is bound by all LPSD acceptable use agreements and guidelines regardless of where the Chromebook/tablet is used.



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3.12 Digital Citizenship Pledge

While working in a digital and collaborative environment, the student must always conduct himself/herself as a good citizen by adhering to the following:

- **Respect Yourself**
I will show respect for myself through my actions. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information and which images I post. I will NOT act inappropriately. I will act with integrity.
- **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 while online. I will protect passwords, accounts, and resources.
- **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 others in my choice of websites. I will not intentionally attempt to access sites that are inappropriate. I will not enter other people's accounts.
- **Protect Others**
I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property**
I will request permission to use copyright or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.
- **Protect Intellectual Property**
I will request to use software and media that others produce. I will not download, share, and post illegally obtained media. I will abide by all licensing agreements.

4. Repairing/Replacing Damaged Chromebook/tablets

4.1 Accidental Damage vs. Negligence/Intentional Damage

Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage.

- If the Chromebook/tablet is deemed to be intentionally or negligently damaged by the student, the student will face disciplinary action and will be responsible for the cost of repair and/or replacement. The school administration will determine negligence or intentional damage.

4.2 Broken/Malfunctioning Chromebook/tablets



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The student will be held responsible for maintaining their individual Chromebook/tablet and keeping it in good, working order. A Chromebook/tablet that is broken or malfunctioning must be immediately reported to school authorities.

- Repairs of damaged or malfunctioning Chromebook/tablets will be handled by the district Technology Department.
- The student or parent/guardian should never attempt to complete any repairs to the device nor should it be taken to any outside computer service for any type of repair or maintenance. This will void the warranty and/or coverage policy on the device.
- The student may be provided with a loaner Chromebook/tablet, if one is available, while the assigned device is being repaired. The decision will be made at the discretion of school administration.

4.3 Lost or Stolen Chromebook/tablet

- Lost or stolen Chromebook/tablets should be immediately reported to school administration.
- If the Chromebook/tablet is stolen at school, an attempt to locate and/or track the device will be made. If the device is unable to be located, a police report will be filed.
- If the Chromebook/tablet is stolen anywhere besides the school's campus, it is the student and/or parent/guardian's responsibility to immediately report the theft to local law enforcement and then to school administration on the first day (start of the day) that the student returns to school. Once the police report has been filed, it is the student and/or parent/guardian's responsibility to pay for and obtain a copy of the police report and provide a copy to the school administration with 10 business days of the report being filed. LPSD will work with law enforcement to track the stolen device. The student may be provided with a loaner Chromebook/tablet, if one is available, at the discretion of school administration.
- The student and/or parent/guardian should record the LPSD asset tag number (engraved on the device) and the serial number (located on the bottom of the device). These numbers will be used if the device is lost or stolen.
- Lost or stolen AC adapters should be reported immediately to school administration.

5 Parent/Guardian Responsibilities

LPSD strongly encourages the parent/guardian to actively monitor and supervise the student as he/she uses the Chromebook/tablet at home.

5.1 Parent Best Practices for Internet Safety at Home

- Keep computers in a central place.
 - This will make it easier for you to monitor and keep an eye on your child's activities.
- Know when your child goes online.
 - Establish specific times when access to Internet is permitted and keep that schedule.
 - Limit the length of access time. This will encourage your child to go directly to the information required, rather than aimlessly surfing the Internet.
 - Talk about what kinds of sites that they like to visit and establish what is and isn't appropriate for your family. If your child is using your home internet access, please be aware of the filtering preferences of your personal network.
 - You can also check where your child has been by looking at the history in the browser menu.
- Teach Internet Safety
 - It is impossible to monitor your child's online activity all the time.
 - As your child gets older, he/she needs to know how to use the Internet safely and responsibly.
 - Teach your child not to communicate or share any personal information with strangers on the Internet.
- Use Privacy Settings and Sharing Controls.
 - Many sites that feature user-generated content, YouTube, Facebook, and other social networking sites, have sharing controls that put users in charge of who sees personal blogs, photos, videos, and profiles.
 - Teach your child to respect the privacy of friends and family by not identifying people by name in profiles and pictures.
- Protect Passwords.
 - Remind your child that he/she should not give out his/her password to anyone for any reason.



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- Make sure your child makes a habit of unclicking “Remember Me” settings on the computer.
- Teach Your Child to Communicate Responsibly.
 - Instruct your child to talk to you if he/she finds anything on the Internet that makes him/her feel uncomfortable.
 - Ask your child about his/her Internet experiences and what he/she has learned.
 - Remind your child that he/she should not text, email, instant message or post any hurtful or inappropriate information.
- View all Content Critically.
 - Just because you see it online doesn’t mean that it is true.
 - Children should learn how to distinguish reliable sources from unreliable ones, and how to verify information that they find online.
 - Make sure that they understand that cutting and pasting content directly from the Internet is plagiarism.

6. Failure to Follow Guidelines and Policies

Student use of the Chromebook/tablet, network, and Internet is a privilege, not a right. Chromebook/tablets should be used for educational purposes and students are to adhere to all acceptable use guidelines and policies and all of its corresponding administrative procedures at all times. Misuse of the Chromebook/tablet and/or the school network has the potential to impose disciplinary consequences. Violations of guidelines and policies may result in, but are not limited to, the following disciplinary actions:

- Student/Parent Conference with school administrator, teacher, and/or other school officials
- Restriction of Internet and Chromebook/tablet privileges
- Disabling of Google Account
- Detention, in-school suspension, out-of-school suspension, expulsion
- Restitution for damages or replacement

*Note: If privileges are revoked, the student will be responsible for all assignments in paper/pencil format.



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Lincoln Parish School District Chromebook/tablet Agreement

*****Return This Page to Your Teacher*****

Student Pledge:

I will follow all parts of the Lincoln Parish School District Chromebook/tablet Agreement and Acceptable Use of Technology Resources Agreement while at school as well as outside of school.

This means I will:

- Only use the Chromebook/tablet for educational purposes and in a responsible and ethical manner.
- Take care of my Chromebook/tablet as outlined in the LPSD Chromebook/tablet Agreement.
- Bring a charged Chromebook/tablet to school on a daily basis.
- Never leave my Chromebook/tablet unattended.
- Comply with trademark and copyright laws and all license agreements.
- Report to my teacher all inappropriate material that makes me feel uncomfortable or is not respectful.
- Keep my password secret.
- Keep food and beverage away from my Chromebook/tablet.
- Promote and communicate online safety and digital citizenship.
- Be responsible for restitution for damages or replacement due to misuse of the Chromebook/tablet.
- Return the Chromebook/tablet, carrying case, and power cord in good, working condition.

This also means that I will not:

- Disassemble any part of my Chromebook/tablet (including district identification), attempt repair myself or through a third party, and/or place decorations (such as stickers, markers, etc.) on the Chromebook/tablet.
- Loan my Chromebook/tablet to others.
- Deface, vandalize, destroy, damage, ruin, and/or scratch my Chromebook/tablet in any way.
- Use or attempt to use another person's username and/or password.
- Cyberbully and/or post, send, or store information that could endanger others.
- Give out personal information over the Internet.
- Delete district/school installed Chromebook/tablet settings.
- Attempt to bypass Internet filters.

By signing, I hereby acknowledge I have read, understand, and agree to abide by the terms and conditions of the LPSD Chromebook/tablet Agreement and all associated agreements it references. I understand that this device is the property of LPSD, is to be used for educational purposes and will be monitored and tracked. If I violate any conditions of these agreements, I may have my computer privileges revoked and face disciplinary action.

Student Name (Please Print): _____

Student Signature: _____

Parent Permission and Acknowledgement:

By my signature below, I acknowledge I have read and understand the Lincoln Parish School District Chromebook/tablet Agreement and have discussed the information with my child. I am aware that the care and responsibility of the device as outlined in the agreement, both in and out of school, lies with my child. I understand that this device is the property of LPSD, is to be used for educational purposes and will be monitored and tracked. I understand that this device will be filtered for inappropriate content but I am also aware that no content filtering is capable of blocking 100% of the material available on the Internet. I give my permission for my child to participate in the Virtual Learning Program.

Parent Name: (Please Print): _____

Parent Signature: _____



Lincoln Parish School District Statement of Assurance of Confidentiality

As a parent of Lincoln Parish School District, I will keep confidential all information which is relative to individual students, all information discovered from observations or interviews as well as any other information that the school district requests be made confidential.

Print Name

Signature

Date

Chromebook/tablet Serial Number/Tag Number:

Serial Number: _____

LPSD Tag Number of Chromebook/Tablet: _____

SIMSBORO SCHOOL CONTACT FOR REPORTING CHROMEBOOK/TABLET/TABLET ISSUES:

Primary Contact: MELANE SLOCUM, LIBRARIAN AND SCHOOL-BASED TECHNOLOGY COORDINATOR

EMAIL: MSLOCUM@LINCOLNSCHOOLS.ORG

SCHOOL PHONE: 318-251-1601

Secondary Contact: Debbie Pender, Technology Coordinator

Email: dgpender@lincolnschools.org

LPSB Central Office Phone: 318-255-1430 ext 251