

1:1 Student Chromebook Agreement

1. Receiving your Chromebook and Chromebook Check-in

It is the responsibility of all involved parties to know when and where to receive and return your Chromebook.

- 1.1. Receiving your Chromebook** Chromebooks will be distributed after students have completed “Chromebook Orientation” which will include Digital Citizenship Training. Parents/Guardians and students must sign and return the Student Pledge documents before the Chromebook can be issued to a student. Any student transferring in during the school year must first complete the same or equivalent training before being issued their Chromebook.
- 1.2. Chromebook Check-in** Chromebooks will be returned during the final week of school so they can be checked for serviceability. If a student transfers out of school during the school year, the Chromebook will be returned at the time of checkout.
- 1.3. Check-in Fines**
 - 1.3.1.** Individual school Chromebooks and accessories used from the school must be returned at the end of each year. Students who withdraw, are expelled, or terminate enrollment for any other reason must return their individual school Chromebook on the date of termination.
 - 1.3.2.** If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the full replacement cost of the Chromebook. Failure to return the Chromebook within 48 hours will result in a theft report being filed with the Holyoke Police Department.
 - 1.3.3.** Furthermore, the student will be responsible for any damage to the Chromebook and chargers consistent with District Policy and must return the Chromebook and charger in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

2. Taking care of your Chromebook

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be reported to the classroom teacher who then will authorize students to submit a request via FreshDesk to the technology department.

2.1. General Precautions

- 2.1.1.** The Chromebook and charger are school property and all users are expected to take care of it and keep in satisfactory working condition.
- 2.1.2.** Use only a clean soft cloth to clean the screen and keyboard. Do not use cleansers of any type.
- 2.1.3.** Students will have the same Chromebook for the life of the Chromebooks.
- 2.1.4.** Students are responsible for keeping their battery charged and bringing their power cord with them to charge it when needed.
- 2.1.5.** The Chromebook and charger must remain free of any permanent writing or adhesive. Students may personalize Chromebooks with non-permanent stickers which follow code of conduct expectations. Any remaining stickers or other permanent defacement of Chromebooks will result in assessment of damages.
- 2.1.6.** Chromebook screens and ports can be damaged if subjected to rough treatment, please make sure to exercise care and caution with your Chromebook.
- 2.1.7.** Do not place extra pressure on the screen while open or closed. This includes picking up the Chromebook by the screen. This extra pressure can damage your screen and causes dead pixels which make it difficult to read or see images or text on your screen.

2.2. General Use

- 2.2.1.** Keep your Chromebook charged and ready for use. It should be charged before it is brought to school. Consistently not charging your Chromebook will result in office referral/write up and leaving your Chromebook at school.
- 2.2.2.** If your Chromebook repair requires an extended amount of time, you will be given a “loaner”.
- 2.2.3.** Printing digital work will follow classroom procedures set by the teacher. If something needs printed, a teacher will advise you of your options. Students will not print from their Chromebooks.

2.3. Protecting and storing your Chromebook

- 2.3.1. Chromebook identification** Student Chromebooks will be labeled in the manner specified by the school. Chromebooks will be identified based on the serial number.
- 2.3.2. Storing your Chromebook** For students who are taking their Chromebook home, but are not using their Chromebook, they should be stored in their locked locker. Nothing should be placed on top of the Chromebook. Students are encouraged to take their Chromebook home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home.
- 2.3.3. Chromebooks left in unsupervised areas** Under no circumstance should the Chromebook be left in an unsupervised area. If a Chromebook is found in an unsupervised area, it will be taken to the office. This may result in disciplinary action and/or a conference with your building principal.

2.4. Repairing or replacing your Chromebook Holyoke School District Re-1J recognizes that with the implementation of the Chromebook initiative there is a need to protect the investment by both the District and the Student/Parent/Guardian, therefore, we have set the following guidelines in place.

- 2.4.1. Accidental Damage** Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. Students will be responsible for paying a fee related to specific damages.
- 2.4.2. Personal home-owners coverage** Students or parents may wish to carry their own personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your coverage of the Chromebook.
- 2.4.3. Warranty Repairs** Warranty repairs will be completed at no cost to the student.
- 2.4.4. Chargers** Chromebook chargers are delicate and easy to misplace and damage. It is the responsibility of the student to keep the charger in working condition. If it should become misplaced or non-functioning, the family is responsible for the replacement. Details of the specific charger can be found online or in the tech office.
- 2.4.5. Chromebooks After Graduation** The district makes every effort to upgrade devices. Graduating students will be allowed to take their Chromebook home with them upon successful completion of High School provided the district has replacements available.

3. Expectations 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 should bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. Re-1J strongly believes in technology integration as a part of the educational system, this is a tool to help the student learn and teachers teach. Refusal to use the Chromebook as a tool for the educational process is not an option.

- 3.1. Chromebooks left at home** If a student leaves their Chromebook at home the teacher is not expected to modify the lesson due to lack of material. The possibility of a loaner may exist but should not be expected. If a student repeatedly leaves their Chromebook at home, they will be subject to appropriate disciplinary action.
- 3.2. Apps** - Chromebook applications will be reviewed and installed by the technology department working in conjunction with teachers and administration. For more information please visit www.hcosd.org/page/student-pii
- 3.3. Chromebook and Extra Curricular Activities** Coaches/sponsors for activities may limit whether or not Chromebooks and other electronic devices are allowed to be on buses or at particular events.

4. Managing your files and saving your work

Saving your files to your school network folder or to your google drive is recommended. Your files and data will not be backed up in the event that the Chromebook has to be restored to factory settings. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

5. Acceptable Use

The use of the Holyoke School District's technology is a privilege, not a right. The privilege of using the technology resources provided by the Holyoke School District is not transferable or extendible by students to people or groups outside of the district and terminates when a student is no longer enrolled in the Holyoke School District. This policy is provided in your Student Handbook to make all student users aware of the responsibilities associated with efficient,

ethical, and lawful use of the technology resources. If a person violates any of the User Terms and Conditions named in the Acceptable Use Policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary actions shall be applied. **Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.** Before receiving a District owned Chromebook, you must have your Acceptable Use Agreement and Student Use of the Internet and Electronic Communications signed, turned in and on file in the Elementary or JR/SR High School Office.

6. School Rights

- 6.1.** Holyoke School District's network, facilities, and/or mobile devices are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of the Holyoke School District. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's mobile device and/or network privileges.
- 6.2.** The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all Holyoke School District technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all Holyoke School District technology, any device connected to the school network, and or any device being used while on school property with or without the permission of a staff member.
- 6.3.** Holyoke School District reserves the right to define inappropriate use of technology.

Student Pledge for Chromebook Use

- I will take good care of my Chromebook.
- I will not leave my Chromebook unattended.
- I will not loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery as needed.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook to attempt any repairs.
- I will not change the management profiles as set up by the district.
- I will protect my Chromebook by storing it correctly when not in use.
- I will use my Chromebook in ways that are appropriate, meet the Holyoke School District expectations, and are educational in nature.
- I will not deface the serial number.
- I understand that I will return my Chromebook and charger in the condition it was given to me, or I may be assessed a fee for damages and/or repairs.
- **I understand that if I break my charger, my family needs to replace it. The tech department will answer any questions about the type of charger I need.**
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Holyoke School District.
- I will follow the policies outlined in the Student Handbook.
- I will file a police report in case of theft, vandalism, and other acts not covered by insurance.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the above documents including the Chromebook Policy, Procedures, and Information, the Acceptable Use Policy, the Student Use of the Internet and Electronic Communications Policy, and the Student Pledge for Chromebook Use. I have also turned in all the appropriate forms to the office.

Student Name (Please Print):

Grade: _____

Date: _____

Student Signature:

Parent/Guardian Name (Please Print):

Date: _____

Parent/Guardian Signature:
