



# Essexville-Hampton Public Schools

## 1:1 Chromebook Program Overview



Dear Parents/Guardians,

We are excited to have a 1:1 Chromebook program at Garber High School. With this program our students will each be issued an individual Chromebook for use throughout the school year. A Chromebook is similar to a laptop, yet it runs through the web. The Chromebook will be configured to utilize the District's web filtering at all times. Students will benefit from an active internet connection at home to utilize the features of the Chromebook. If you need information regarding alternative internet access please contact the main office. The Chromebook will automatically access our District internet while the student is within our buildings.

Our staff is exploring various digital learning tools within all of our departments. All staff and students are encouraged to experiment with their new access to the various collaborative features of Google Chrome and Google Apps.

This program is possible due to multiple factors, which include:

- Bond technology purchase
- State grant for Safety and Security
- Michigan E-Rate funding incentives
- Sinking Fund technology infrastructure improvements
- Technology Readiness Infrastructure Grant (TRIG) incentive monies
- Title II Federal funding for Tech Coaches
- School Board members
- DTAT (District Technology Advisory Team)

It is through a supportive community, strong grant funding, our technology department, and our staff that we continue forth in our endeavor to Educate, Relate, and Innovate.



## Essexville-Hampton Public Schools Chromebook Program Overview

Prior to a student being allowed to take their Chromebook from school, the parent must complete the following:

- Parent and student read and reviewed the **Procedures and Rules for the acceptable use of the Chromebook (see below)**.
- Parent and student read and sign **Parent/Guardian Chromebook Agreement, Release, and Optional Insurance (see below)** indicating your preferences regarding insurance and the purchase of a case, paid any applicable fees, and return the form to the main office at Garber High School.

*Disclaimer:* The School District will make every effort to provide appropriate technology resources, however, the School District makes no warranties of any kind, whether expressed or implied, for the Chromebook it is providing. The School District shall not be responsible for any damages incurred by a user of the Chromebook, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. In no event shall the School District be liable for any damages (whether direct, indirect, special or consequential) arising out of the use of the Chromebook, accuracy or correctness of information contained therein, or related directly or indirectly to any failure or delay of access to the Internet or other network application.



## **Essexville-Hampton Public Schools**

### **Procedures and Rules for the Acceptable Use of the Chromebook**

1. The use of the Chromebook is a privilege and with that privilege all users have no expectation of privacy in e-mail, data on the Chromebook or server, network communications, Internet use, video recording, and all other technologies available on or through the Chromebook. The School District is the owner of the Chromebook and therefore all users understand that their use of the Chromebook can and may be strictly monitored electronically or otherwise by School District personnel at any time.
2. Users shall not install any non-educational software or applications. Questions should be addressed to the School District's Technology Department.
3. Use of the Chromebook for fraudulent or illegal copying, communication, taking or modification of material in violation of law is prohibited and will be referred to federal authorities. The illegal use of copyrighted software is prohibited. The School District upholds the copyright laws of the United States as they apply to computer programs or licenses owned or licensed by the School District. Such action is also governed by the School District policy.
4. Users shall not knowingly or intentionally introduce a virus, worm, Trojan horse, rootkit, or engage in any other malicious action affecting the Chromebook or the District Network.
5. Users shall not attempt to obtain any other user's password(s) and shall not read, copy or alter other user's data without their permission or misrepresent other users on the Chromebook.
6. Users shall not knowingly or intentionally allow other users to use their identity/password(s) to access School District technology resources and computer systems. All users shall maintain the security and confidentiality of their identity/password(s). Users shall not use a Chromebook that has been logged in under another user's name. Users shall immediately notify the School District if a security problem is suspected or identified.
7. Users shall not use the Chromebook for illegal activity, for-profit purposes, lobbying, campaigning, advertising, fundraising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, cyberbullying or obtaining or sending obscene or pornographic material.
8. Users shall not use the Chromebook to harass or intimidate.
9. Users shall report any problems or malfunctions with the Chromebook to the Technology Department or main office within one school day of detection of the problem.
10. The School District may, at any time, make determinations that particular uses of the Internet and Technology Resources are not consistent with the goals or mission of the School District and prohibit such uses.
11. Users shall not play video games, visit chat rooms or otherwise use the Chromebook for non-academic purposes during the school day.



12. The School District in its sole discretion reserves the right to terminate the availability of the Chromebook at any time.
13. The School District reserves the right to:
  - a. Make determinations as to whether specific uses of the Chromebook are consistent with its goals, educational mission, policies and/or procedures;
  - b. Monitor and keep records of Chromebook and Internet use;
  - c. Terminate user's privileges to access and use the Chromebook and other School District technology resources to prevent unauthorized activity.
14. Failure to follow the policy, procedures, rules and regulations of the School District may result in termination of the user's privilege to access the Chromebook and other School District technology resources. In addition, the user may be subject to other disciplinary or legal action.
15. Parents or legal guardians of users have the right to revoke their student's use of the Chromebook.
16. Each user shall be responsible for any and all damages to the Chromebook.
17. All School District policies and procedures, including the Student Handbook, apply to the use of the Chromebook.
18. Administration has the discretion to prohibit, allow, and otherwise regulate the use of the Chromebook during the school day.
19. Each teacher has the discretion to allow and regulate the use by students of their Chromebook in the classroom and on specific projects.
20. In the classroom, students may use their Chromebook only for the purpose of accessing materials that are relevant to classroom curriculum under the direction of their teacher.
21. The school's network filters will be applied to the Chromebook's connection to the Internet and other Technology Resources.
22. Users are expected to charge their Chromebook prior to school and run their Chromebook on battery power while at school.
23. Users shall maintain their Chromebook in silent mode at all times when on school property, unless otherwise permitted by school staff.
24. Users shall not record, transmit or post images or video of a person or persons on campus during school activities and/or hours, unless provided with written authorization by a teacher or administrator in compliance with School District policies and procedures.
25. Use of the Chromebook is prohibited in the following areas/situations:
  - a. Locker rooms
  - b. Bathrooms
  - c. Any private areas used for the purpose of changing clothes
  - d. Any other areas as designated by administration
26. Students shall not use their Chromebook to cheat on assignments or tests.



## Essexville-Hampton Public Schools

### Parent/Guardian Chromebook Agreement, Release, and Optional Insurance

1. I/We have read and understand the terms of the Procedures and Rules for the Acceptable Use of the Chromebook and the Student Chromebook Agreement and have discussed them with my/our child.
2. I/We have read and understand the terms of the Parent Chromebook Agreement and Release.
3. I/We consent to and understand that School District staff may monitor my/our child's electronic communications, including e-mail and files that he/she downloads, as well as consent to allow my/our child to use the Chromebook and I/we assume the risks associated with my/our child's use of the Chromebook.
4. I/We have discussed the Essexville-Hampton Public School's Chromebook Agreement with my child and will support the School District in guiding my child in using the Chromebook outside of school as an educational tool.
5. I/We understand that I am responsible for monitoring and guiding my child's activity outside of the school day to ensure appropriate access to the Internet and use of the Chromebook.
6. I/We understand that I, and or my student are financially responsible for damage to or the loss of the Chromebook, as well as for any costs incurred due to my student's use of the Chromebook. As an option we can purchase protection insurance from the district for the Chromebook annually. The fees and policies are outlined below:

**One Year Chromebook Insurance:** \$35.00 (\$20.00 if protective case is purchased through the district)

- This insurance will repair or replace (at district's option) a damaged Chromebook due to an accident. This policy will not cover lost, stolen, or purposely vandalized Chromebooks. Vandalism is determined at the sole discretion of the technology department of Essexville-Hampton Public Schools. After the first incident, the student/parent/guardian will be responsible for the cost of all repairs. All further claims are subject to review by administration and insurance policy and/or restrictions can be instituted on a case by case basis.

**Chromebook fee for theft/lost: (police report required within 7 days):**

- Parent/Guardian pays full replacement cost of device (@ \$200)

**Chromebook Fee for Malicious Damage**

- Parent/Guardian pays full replacement cost of device (@ \$200)

7. I/We hereby agree to release, indemnify and hold harmless, in both my/our personal capacity, and as guardian of my/our child, the School District as well as its board members, school teachers, employees, administrators, and adult volunteers, from any claims arising out of my/our child's violation of, or conduct inconsistent with, the School District's Acceptable Use Procedures and Rules and the Student Chromebook Agreement, including, but not limited to, claims arising from materials my/our child may download or relationships he/she may establish with people online, whether such claims arise from Internet use through school accounts or personal accounts.



# Essexville-Hampton Public Schools Parent and Student Signature Page



Student Name: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Our signatures below indicate agreement to Items #1-7 of the Parent/Guardian Chromebook Agreement and Release Form.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Please choose one option below:**

- I approve for my child to take their assigned Chromebook home from school. I understand that by doing so, I am responsible for monitoring its use, monitoring safe internet usage at home, as discussed in the Essexville-Hampton Schools Chromebook Rules and in the Acceptable Use policies.
- I do **NOT** want my child to take their Chromebook home from school. I understand that my child is to turn their Chromebook into the main office for charging at the end of every day. It will be their responsibility to follow these procedures.

**Please choose one option below: (Checks should be made to Garber High School)**

- Option 1: Yes**, I would like to purchase one year of Chromebook insurance and a protective case for my child's Chromebook for a total of \$50.00 (savings of \$15).
- Option 2: Yes** I would like to purchase one year of Chromebook insurance for the cost of \$35.00.
- Option 3: No**, I do NOT wish to insure my child's Chromebook and I understand I am fully responsible for its replacement if it is damaged or broken. I would like to buy the protective case for the Chromebook for \$30.00.
- Option 4: No**, I do NOT wish to insure my child's Chromebook and I understand I am fully responsible for its replacement if it is damaged or broken.
- Option 5: Yes**, I already purchased a protective case through the district and would like to purchase one year of Chromebook insurance. I understand that I must bring the case with me when picking up my Chromebook.