



## Chromebook Usage Policy and Agreement Form

2018-2019

*The mission of **Kenner Discovery Health Sciences Academy** is to provide a rigorous learning environment where students achieve academically, develop intellectual curiosity, and practice environmental responsibility while exploring health and science topics and careers.*



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## **I. Purpose**

Kenner Discovery Health Sciences Academy is excited to roll out its 1:1 technology initiative. Chromebooks in the hands of our students will provide a new wealth of resources literally at the push of a button. There is a growing reliance in today's world on computers both in education and in the workplace. KDHSA wishes to integrate technology seamlessly into the curriculum to both increase rigor and educate students on the appropriate use of computers as an educational instrument.

Chromebooks at KDHSA are meant to be another "tool" to enhance teaching and learning in the classroom. Chromebooks will not be used continuously in every class every single day. Rather, Chromebook use will be "teacher directed" in activities that will augment the topics and skills being taught. The role of the teacher in the classroom will remain vital as teachers will shift from being directors of learning to being facilitators of understanding.

## **II. Applicability of Other School Rules and Policies**

Kenner Discovery Health Sciences Academy authorizes the use of Chromebooks in a manner consistent with the school's mission and disciplinary code as stated in the Parent-Student Handbook.

## **III. Ownership**

Chromebooks will be leased. The student will be issued a Chromebook either upon entering middle school or joining the high school, or at some other time. The student will continue using the same Chromebook through the end of its lease. The responsibility and proper care and usage lies with the student at all times. Chromebooks will go home nightly and must be brought to school fully charged by the students each day. During holidays, Chromebooks usage and care is the sole responsibility of the student. Please note, at least 50% of the students' fees must be paid in order for student Chromebooks to be issued to a student. A payment plan for the remaining 50% must be agreed to and up to date for the student to maintain home usage of the Chromebook. Students who do not have the required payment will be able to check out a Chromebook as needed per class, but not be allowed to take the Chromebook from class to class or take the Chromebook home.

Kenner Discovery Health Sciences Academy is the sole licensee of the software included on each Chromebook. Any copying, modifying, merging, or distribution of the software by the student is prohibited. The student is responsible for complying with any and all hardware, software, and service provider license agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violations of any such licenses, terms, or laws shall constitute a violation of the "Chromebook Usage Policy and Agreement Form".

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#### **IV. Expectations**

- Students must never access, keep, or send anything they would not want their teachers and/or parents to see.
- Students must willingly submit their Chromebook to school personnel for inspection and/or investigation upon request.
- Students will have a protective case cover for the Chromebook. This can be a sleeve or hard cover case. KDHSA covers will be available for purchase.
- Students must accept the monitoring of Chromebook activity at all times, even if off campus, through the management console.
- Students must fully charge Chromebooks each night to ensure they are ready for each school day.
- Students must not willfully or purposefully damage the Chromebook or any of its peripherals.

#### **V. Acceptable Use**

- Kenner Discovery Health Sciences Academy only authorizes use of Chromebooks on a campus in a manner that supports the instructional goals of the school and follows the general guidelines and expectations of the school.
- Chromebooks should be handled and used with care.
- Chromebooks are to be brought to school every day fully charged unless otherwise instructed by a school administrator.
- Students must not install any program on Chromebook computers unless specifically authorized to do so by a teacher or school administrator.
- Chromebooks are not to be used on “peer-to-peer” (P2P) or torrent sites.
- The Kenner Discovery Health Sciences Academy web-filtering system restricts the use of social media sites.
- The intentional circumvention of school firewalls and web-filtering is prohibited.
- Students are not allowed to post images of any student or staff member.
- Students are not permitted to take video, photos, or voice recordings of anyone of anything on campus, during the school day, unless given permission to do so by a teacher in the course of completing an assignment.
- Students must not intentionally modify network configuration files or otherwise interfere with the functioning of the Kenner Discovery Health Sciences Academy Wi-Fi network.
- Students must not intentionally transmit viruses, worms, and other such malicious computer programs using Chromebooks.
- Students must not modify, upgrade, or attempt to repair Chromebooks without the express written permission of Kenner Discovery Health Sciences Academy. Additionally, the student should not try to remove any restrictions on the device or attempt to “jailbreak” it.

#### **VI. Security**

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- In monitoring the safe and appropriate use of Chromebooks by KDHSA students, the school will use programs that can view student work in progress, access memory on the Chromebooks as well as “cloud” storage, emulate the screen, “force” or “kill” screens and programs, and disable some of the hardware (i.e. USB ports, camera), when necessary.
    - At school, and at home, accessible content will be subject to the web-filtering system put in place by Kenner Discovery Health Sciences Academy.
  - The school will provide a system for labeling and identifying all Chromebooks.

## **VII. Liability**

- Students alone are responsible for all material sent by and/or stored on Chromebooks. Students accept responsibility for keeping Chromebooks free from any and all content that
  - could be harmful/dangerous to the integrity of the school’s Wi-Fi or wired network.
  - is illegal in nature.
  - does not conform to the missions, goals and HEART tenets of Kenner Discovery Health Sciences Academy.
- Kenner Discovery Health Sciences Academy is not liable for any material sent by and/or stored on student Chromebooks.

## **VIII. No Guaranteed Content Privacy**

- Kenner Discovery Health Sciences Academy cannot guarantee that content stored on student Chromebooks will be private.
- Kenner Discovery Health Sciences Academy reserves the right to monitor or access the storage on Chromebook computers, including student “cloud” storage (i.e. Google Drive), for any reason in accordance with school regulations and civil law. The right to monitor includes, but is not limited to, circumstances when Kenner Discovery Health Sciences Academy suspects, or is advised of: possible breaches in security, willful damage to the network or machine, harassment, or other violations of school policies, rules, regulations, directives, or law, or if evidence exists which demonstrates to the school that the Chromebook may contain information, data, or other intellectual property that legally belongs to another party.

## **IX. Repairs**

- Chromebooks in need of repair will be shipped to the school’s vendor of choice for repairs to be made. If the needed repair is outside of the repairs covered by the lease agreement, the student will be responsible for the expense.
- A “loaner” Chromebook may be issued to the student to use during the school day, if there is one available. Chromebooks on loan to students awaiting repairs on their devices may be taken home. Once the repaired Chromebook is back on

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campus, the loaner will be collected. The repaired Chromebook will not be re-issued to the student until all repair fees have been paid.

**X. If a Chromebook is out for Repair**

- The student may check out a loaner for the day, if there is a machine available.
- A student borrowing a “loaner” must sign a “loaner agreement” and will be responsible for any and all damage to or loss of the loaned device, including monetary damages.

**XI. Disciplinary Measures**

- In addition to the measures described by the school’s disciplinary code in the Parent-Student handbook:
  - Noncompliance with the “Chromebook Usage Policy” will result in a disciplinary infraction, in the appropriate category given the violation-the consequences range from detention to possible in-school or out-of-school suspension. Continued infractions when using the machine could result in the restriction or loss of Chromebook use. Severe infractions may result in permanent termination of Chromebook use by the student.
  - Students are required to make full financial restitution for any unauthorized expenses incurred or any damages caused to their own Chromebook or someone else’s.
  - School administrators reserve the right to determine when the “Chromebook Usage Policy” has been violated.
  - Students violating any part of the “Chromebook Usage Policy” may face disciplinary action deemed appropriate in keeping with the Kenner Discovery Health Sciences Academy disciplinary policies and guidelines.
  - When appropriate, disciplinary action may include legal action.

**XII. Digital Citizenship**

- CLEAR: Guidelines for students to be good “digital citizens”
  - **C**onsiderate - think before you do, say, type, or save anything
  - **L**egal and **E**thical - respect the ownership rights of others, use media only with permission, and respect the privacy of others
  - **A**ppropriate - use the technology for its intended educational purposes
  - **R**esponsible - take care of your Chromebook, both the hardware and your files

**XIII. Indemnification**

By signing the Kenner Discovery Health Sciences Academy Chromebook Usage Policy and Agreement, the student and his/her parent(s)/guardian(s) agree to hold Kenner Discovery Health Sciences Academy harmless from and against any and all liabilities, costs, attorney fees, and other damages which arise out of or relate in any way to the use of the Chromebook and its software.



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## **Kenner Discovery Health Sciences Academy** **Chromebook Usage Policy and Agreement Form**

\*All parents and students must sign and submit this form on a yearly basis.

I have received a copy of Kenner Discovery Health Sciences Academy's Chromebook Usage Policy and Agreement. I have reviewed the entire policy and understand the expectations, rules, regulations, and consequences contained. I understand that the student is responsible for the use of the Chromebook, and will be held accountable for behavior in relation to what is outlined in this agreement, including monetary responsibility for repairs not covered in the KDHSA Lease Agreement.

I understand that Kenner Discovery Health Sciences Academy reserves the right at any time to amend the Chromebook Usage Policy and Agreement, and that I will be informed of these changes by e-mail. I am aware that a digital copy of the Chromebook Usage Policy and Agreement is available on the school website (<http://discoveryhsf.org>)

I further understand that Kenner Discovery Health Sciences Academy operates a strict web-filtering system and firewall in order to provide a "safe" Internet environment for students. The school has made all reasonable attempts to filter, remove, and block anything that might be considered inappropriate for student access. I acknowledge that it is simply impossible to restrict access to all controversial materials and I will not hold Kenner Discovery Health Sciences Academy responsible for any materials acquired during the use of the Chromebooks.

Students agree that, when not in a school setting, they will submit to parent/guardian monitoring of Chromebook use. Parents/Guardians agree to supervise the use of Chromebooks when students are away from school. Parents/Guardians agree to any cost of replacement or repair, not covered in the warranty/lease agreement.

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*Student name (printed)*

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*Student signature*

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

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*Parent/Guardian name (printed)*

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*Parent/Guardian signature*

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