

2022-2023 Chromebook User Agreement

(Revised 07/21/2022)

Overview:

In August of 2017, Roane County Schools began a 1:World device program for our students. Mobile devices are quickly becoming an essential tool for the classroom. During the 2021-2022 school year, the 1:World initiative will continue with a rollout of Chromebooks for 6th and 9th and the continued use of devices for 7th, 8th, 9th, 10th, 11th and 12th grades. In order to assure the care and upkeep of our new devices, Roane County Schools will implement a precautionary measure to handle any accidental damage or losses. Under this model, the school system offers coverage for accidental damage, loss, or theft. Each year, every student who participates has the option to pay \$20 for the protection plan. (See below section for more details on the protection plan).

Distribution of Chromebooks:

Chromebooks will be distributed from each school in a manner similar to textbooks or library books. Each student and a parent (or legal guardian) must sign and return the Chromebook Agreement Signature Page BEFORE a Chromebook will be issued.

Caring for Chromebooks:

Students are responsible for general care and reasonable handling of the Chromebooks. *Under no circumstances should a student share his or her chromebook, charger or case with another individual, family and friends. These devices are user specific and should only be used by the assigned student.*

The following list general precautions should be enforced at ALL TIMES:

- No food or drink is allowed near the Chromebook while it is in use.
- Power adapters, headphones, and removable storage devices should be inserted and removed carefully.
- Chromebooks should never be shoved into a locker or wedged into a book bag, as this may break the screen.
- Do not expose Chromebook to extreme temperature or direct sunlight for extended periods of time, such as leaving the device in a vehicle, outside, etc. as extreme heat or cold may cause damage.
- Students are advised not to leave Chromebooks unattended for any reason to reduce the possibility of theft.
- Care should be taken to avoid applying pressure to the screen. Never place heavy objects on top of Chromebook.
- An HP chromebook should be stored in its protective case when not in use. Textbooks, student notebooks, pens, candy, trash etc. should never be carried in the chromebook bag. Dell chromebooks have a protective case installed and it should NEVER be removed from the device. Caution should be exercised when the device is carried in a personal backpack. Overloading can cause damage to the chromebook.
- Do not use window cleaner or any other solvent-based cleaner to clean the screen. Screen should only be cleaned with a solution/wipe that is specifically designed for LCD/LED flat screens.
- Do not poke/touch the screen with fingers or writing utensils.
- Before closing the Chromebook, ensure the keyboard/trackpad area is free of any objects or debris, as that may crack the screen when closed.
- Chromebooks and cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Roane County Schools.

Using Your Chromebook:

The Chromebook is intended for everyday use at school and home. Students may be required to take their Chromebooks home each night throughout the school year for charging and for school work. Students are expected to bring their Chromebooks to school in a fully charged condition and to efficiently manage/conservate power usage throughout the day. Students are also expected to have their Chromebooks with them for each class, unless otherwise instructed by the teacher.

Return of Chromebooks:

Student Chromebooks (including charger and protective case) will be collected at the end of each school year. Students who are returning for the next school year will be re-issued their original Chromebook. Any student who transfers out of RCS will be required to return their Chromebook and accessories. Any student transferring to another Roane County School will keep the same chromebook. The school will arrange to have the device inspected by the RCS Technology Department and moved to the new school. If the Chromebook and accessories are not returned in fully functional condition with minimal cosmetic damage, the parent/guardian will be held responsible for the repair/replacement cost (per protection plan stipulations). In situations where the Chromebook is not returned and payment is not received, the device will be reported to the authorities as stolen, and charges will be filed.

Managing Your Files and Saving Your Work:

Students should save files to their Google Drive, and may also save to an external device such as a USB flash drive. Google Drive should be considered the primary storage/work location as it auto saves each keystroke as work is being completed. It will also automatically synchronize a file that has been edited offline, once an Internet connection becomes available. A USB flash drive is recommended for backup purposes, and also may be useful to transport files in situations where Internet access is poor or unavailable.

Loss of Privilege/Use:

Students must use their Chromebooks in an appropriate and responsible manner in accordance with the Roane County Board of Education Policy entitled "Use of the Internet" (Policy 4.406), in addition to the conditions set forth in this document. Any student who fails to utilize his/her Chromebook in an appropriate and responsible manner will forfeit the privilege of being provided this tool, and must return the Chromebook immediately. Students may also be required to temporarily (or permanently) surrender their Chromebooks due to disciplinary or behavioral issues/problems. Students permanently assigned to MEC or Out-of-School Suspension will not be allowed to keep their Chromebooks during this time. Students assigned to In-School-Suspension (MEC included) may use their assigned device if it is classroom work related. This is a case by case basis and should be decided by the principal, at their assigned school. Students who refuse any intervention will also lose Chromebook privileges. Other situations may also warrant the suspension of Chromebook privileges as determined by the school administration.

Internet Content Filtering:

Roane County Schools currently utilizes LineWize for Internet content filtering. It should be noted that filtering capabilities outside of the school system network (e.g. home networks or other public networks) are more limited than what is available on the inside. Parents who sign this agreement acknowledge this limitation and accept that there will be an increased risk (of accessing inappropriate material) when the Chromebook is utilized outside of the school system's network. Students assume full responsibility for the web sites they access, regardless of the effectiveness of filtering

Financial Responsibility:

The costs associated with a Chromebook, charger, carrying case, etc can be as high as **\$425** (see breakdown below). In order to lessen this potential financial responsibility, the \$20 optional annual protection plan fee will limit the potential out-of-pocket expense in the event of accidental damage, loss, or theft. In the event of a claim, the second incident replacement cost will be \$50. A full replacement cost will be required in the event of a third loss/damage incident. If a Chromebook is stolen, a police report will be required, or the claim will be considered invalid, resulting in full costs being assessed for the value of the property. For accidental loss or damage, the student must submit in writing an account of the circumstances that led to this, and a parent/guardian must validate this account via signature. Parents/Guardians are welcome to engage their homeowners' policy holder or other vendors if they would like to look at private insurance options. ***Intentional damage will not be covered under this protection plan.*** Chromebooks will not be replaced for minor cosmetic damage or normal wear.. However, students may be held liable for up to the full value of the Chromebook in cases of extreme (non-accidental) abuse, or in cases where there have been obvious efforts to deface the device.

In the event of intentional damage or invalid claims, the following costs may be assessed:
(All prices are subject to change, due to the model/vendor.)

| | |
|-------------------------------|----------------|
| Chromebook Replacement Parts: | up to \$300.00 |
| Power Adapter: | up to \$75 |
| Protective Case: | up to \$50 |

(Potential cost increases have been factored into the \$425.00 mentioned above.)

***Note: No replacement item will be accepted unless it is ordered by the RCS Technology Department.
All repairs are to be made by the RCS Technology Department.***

Other Considerations/Requirements:

- Under no circumstances are students allowed to let anyone other than themselves logon or use their chromebook. Nor should they ever attempt to modify, remove, or destroy identification labels, including the Roane County Schools inventory tag.
- A student should not receive a Chromebook until all school debts are cleared.
- A student should not receive a Chromebook for use at home until his/her completed and signed student information packet is returned to the office.
- Students who fail to return their Chromebooks at the end of the school year will be billed the full replacement cost.
- This new Chromebook Agreement does not affect outstanding debts owed under previous Chromebook agreements.

Chromebook Agreement Signature Page

Please complete the entire form, including all required signatures and information.

The undersigned understands and agrees to all conditions/stipulations identified in the 2020-2021 Chromebook User Agreement.

Student Name *(please print)*: _____ Grade: _____

Student Signature: _____ Date: _____

Chromebook Issue date: _____ Return date: _____ RCS Chromebook # _____

Parent Name *(please print)*: _____

Parent Signature: _____ Date: _____

Legal Guardian Acknowledgement: Please check the following box if you are the legal guardian signing in place of a parent.

Additional Information Needed:

Address: _____

Parent Primary Phone Number: _____

Parent Email Address: _____

Alternate Phone Number *(if available)*: _____

Home Room Teacher: _____

- I am paying the \$20 optional protection plan (check payable to the individual school)
- I am opting out of the \$20 optional protection plan but understand I am still responsible for damage.

Parent/Guardian please sign below to verify insurance acceptance or denial.

Parent Signature: _____ Date: _____