



INTRODUCTION:

The Chromebook (3rd-12th) and carrying case (7th-12th) that have been issued to you are the property of USD 444 Little River. Each student will be assessed a \$35 per year laptop usage fee. This computer is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy and any applicable laws. Use of this computer, as well as access to the computer network, the Internet, and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of USD 444 Little River.

USD 444 Little River/Windom utilizes Google Apps for Education for students, teachers, and staff. These services include Gmail, Calendar, Drive, Blogger, Sites, and Google +. These tools allow students to communicate via email as well as create/edit/share files and websites. All these tools are essential tools in today's classroom. All student records are protected from disclosure to third parties. Every student is assigned and will be participating in Google Apps for education with records being stored electronically by Google.

Student Chromebook Repair/Replacement

Each time a Chromebook is physically damaged and requires repair, the student will be assessed the cost of the repair. If damage is determined to be intentional, additional measures and disciplinary action can be taken including suspension from the device. Repairs due to manufacturer defects will be exempt from this charge. If the device is lost, the student will be responsible for the cost of replacement.

Replacement/repair costs:

Chromebook- \$399.99

Screen- \$89.99

Keyboard- \$69.99

Charger-\$25.00

Defacement of Computer Bags

Students defacing/writing on their laptop bags will be charged the replacement cost of the bag.

Student Computer Use/Responsibility

- Understand that the Chromebook belongs to the school, and it can be checked at any time or taken away for disciplinary reasons.
- All use of the online services must be in support of education.
- Students are responsible for bringing their laptop, fully charged, to school each day.
- Students are allowed to recharge their laptops during the school day if additional charging is needed.
- Students are responsible for saving or backing up their documents.
- Parents, guardians, and students do not have a right or expectation of privacy for any use of the Chromebook computers or district network. District personnel can confiscate and view your personal Chromebook, and information in your accounts at any time. Internet history is not private and is tracked while at school.
- Internet access, email, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.
- email (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted. Bullying, hate mail harassment, discriminatory remarks are prohibited.
- Students should never share personal information about themselves or others while using the Internet or email.
- Pornographic, obscene, or vulgar images, sounds, music, language or materials, including screensavers, backgrounds, and or pictures, are prohibited.
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software, graphic files, or music that are not for a school project or formal activity should not be stored on the school computer systems.
- During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity.
- There shall be no software copyright law violations. Since the school owns the computers, we are liable for copyright violations and will hold students and their parents liable. Additionally, students may not transfer software provided by the school to other computers—either at school or at home.
- Student loaded files will not consume hard drive space needed for instructional or educational requirements.
- If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- All email communication between students and teachers will be made via the school-supplied email account.

- Students may not use their computers to record other people's conversations without the consent of all those who are being recorded.

Chromebook Use Outside of School (7th-12th grades)

Once the Chromebook is taken out of school, the student and parent/guardian assume complete responsibility for use of the laptop. Laptop Internet access is not filtered once outside the school. Parents are responsible for monitoring their student's Internet usage outside of school.

General Use and Care of the Chromebook

- Students are expected to treat their Chromebook with care and respect. The Chromebook and case are the property of USD 444 Little River, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing is not allowed.
- When transporting their Chromebook to and from school, students should always be sure it is placed in the carrying case, and the case closed.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their Chromebook, or use their Chromebook near others who are eating and drinking.
- The carrying case is meant for the Chromebook and power supply only. Do not carry books in the carrying case which may cause damage to the laptop.

After school security:

USD #444 sponsors a variety of after school activities, especially sports, many of which require travel to other schools. While the conditions of these activities are so varied that it is impossible to have a uniform policy for security, we do have the following options for students and their families to consider. Families should have a discussion so that students and parents are both aware of how they will proceed. Afternoon security depends on each student having a clear understanding of how s/he will handle the Chromebook, as well as an understanding that each student needs to handle his/her assigned laptop responsibly.

Student and parent agree the computer equipment is to be used only for school purposes and in accordance with USD #444's computer use policies and instructions. By signing below, I agree to the computer usage agreement and mobile device acceptable use policy established by USD #444.

Parent's Signature _____ Student's Signature _____
Print Name: _____ Date: _____