



## **Pioneer Chromebook Agreement**

Pioneer Regional School Corporation

413 South Chicago Street, Royal Center, IN 46978

Mr. Charles Grable - Superintendent     Jeremy Tucker-Pioneer High School Principal

Ron Mullett-Pioneer Elementary Principal

The mission of the 1:1 program in the Pioneer Regional School Corporation is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge.

### **Receiving Your Chromebook**

- All parents/guardians are required to attend an orientation and sign the Pioneer Regional School Corporation Chromebook Agreement before a Chromebook can be issued to their student.
- All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the Technology Department.
- Both students and their parents/guardians must sign the Pioneer Regional School Corporation Chromebook Agreement prior to picking up a Chromebook.

### **Returning Your Chromebook**

- At the end of the school year, students will turn in their Chromebooks and cases. Failure to turn in the issued Chromebook will result in the student being charged the full replacement cost. The District may also file a report of stolen property with the local law enforcement agency.
- Students that transfer out of or withdraw from Pioneer Regional School Corporation must turn in their Chromebooks and cases before their last enrolled day at Pioneer High School.
  - Failure to turn in the Chromebook will result in the student being charged the full replacement cost. Unpaid fines and fees of students leaving Pioneer Regional School Corporation may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

### **Chromebook Care**

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Department as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unattended except locked in their hallway locker.

## **General Precautions**

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.
- In the event that a Chromebook is damaged, lost, or stolen the parent/guardian will be assessed a fee for the repair or replacement of the Chromebook. The parent/guardian will be charged the full cost to cover the damage or loss of the device.

## **Cases**

- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

## **Carrying Chromebooks**

- Always transport Chromebooks with care and in Pioneer Regional School Corporation-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

## **Screen Care**

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

## **Asset Tags**

- All Chromebooks will be labeled with a District asset tag.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of the Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

## **School Use**

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.
- Students should have their own personal set of headphones for sanitary reasons.
- Students will log into their Chromebooks using only their school issued Google Account.
- Students should never share their account passwords with others.
- The district will not be responsible for the loss of any student work.
- Students may not attempt to circumvent any security policies, settings or software that is installed or enforced by Pioneer Regional School Corporation
- Use of technology at Pioneer Regional School Corporation is for educational purposes only.
- In order to utilize Pioneer Regional School Corporation technology and participate in the Chromebook 1:1 program, students and a parent or legal guardian must:
  - Review and sign the Acceptable Use Policy
  - Review and sign the Chromebook Agreement.
  - Pay all associated fees, including but not limited to, Chromebook rental, Chromebook Insurance, and their Student Technology fee.
- The student is fully responsible at all times for the care and safety of their issued Chromebook.

## **YouTube**

- YouTube will be available at the discretion of the classroom teacher. Teachers will be expected to enforce a strict “PERMISSION ONLY” rule regarding using YouTube in the classroom. Teachers will have the ability to “allow” videos for student viewing and will be responsible for the content of all videos they personally allow for student viewing.

## **Permission on Rule:**

- YouTube will be used in the classroom to aid in instruction. The use of YouTube will be allowed only with the expressed permission of the teacher. Students who disregard the permission rule will be subject to the consequences of the Acceptable Use Policy.
- In addition, Teachers will be expected to honor copyright laws and its restrictions when approving videos for student viewing. Any video that violates copyright restrictions will be removed and the teacher that approved the video will be contacted by administration. Continued approval of non-education related or inappropriate videos can result in approval privileges being revoked.

## **Video Conferencing**

- The use of a FaceTime, Skype or other “video calling” application may be used as an instructional tool in the classroom.
- Parents who do not want their student to participate in two way video calling may ask for their student to be excused from this activity.
- Only students who have signed the Media Permission form will be allowed to participate.
- Video Calling in any other form is prohibited during the school day.

## **Technology Discipline Scale**

This scale applies to all Technology related discipline referrals. Building Principals reserve the right to modify this scale based on the severity of the offense.

**First offense:** Verbal warning with parent notification

**Second offense:** Written discipline with parent notification and Wednesday Night School.

**Third offense:** Written discipline with parent notification and restricted “Education Only” restriction. Duration of the restriction will be determined by the severity of the offense and the recommendation of the grade level disciplinarian.

**On Going Disregard of this policy can result in the loss of internet and device privileges at PRSC.**

## **No Expectation of Privacy**

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The

District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a Chromebooks, students agree to such access, monitoring, and recording of their use.

## **Content Filter**

The district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district.

Parents: I have read the Pioneer Regional School Corporation’s Chromebook Agreement with my child. We have taken the time to openly discuss, understand and commit to the Pioneer Chromebook Agreement.

**If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined by the school administration.**

Name \_\_\_\_\_ Date \_\_\_\_\_

PRSC Representative \_\_\_\_\_ Date \_\_\_\_\_

Student: I understand and will abide by the Pioneer Regional School Corporation's Chromebook Agreement.

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Name (printed)	Signature	Date
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I understand that Chromebooks are not issued to students for summer use. In addition, I will be fully responsible for any damages incurred over the summer. I will also abide by the AUP defined above.

Name \_\_\_\_\_ Date \_\_\_\_\_