



Eight Mile School District #6

Home of the *Trenton Tigers*

## STUDENT CHROMEBOOK AGREEMENT

### **Use of Technology**

All students in grades K-12 will be issued Google Chromebooks for educational use in school. This document provides students and parent/guardians with information about the general use of technology, ownership of the devices, rights and responsibilities for possession of the device, educational use, care of the Chromebook and being a good digital citizen. Additionally, the last page is the "Chromebook Agreement Form" for parents to complete.

*Students and parents are reminded that use of school technology is a privilege, and not a right. Everything done on a school-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of school technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit and receiving a failing grade, and/or legal action as stated in the "Student Code of Conduct Handbook".*

To understand the tech use expectations, students and parents are responsible for reviewing the Eight Mile School District's "Acceptable Use Policy".

### **Ownership of the Chromebook**

Trenton School retains sole right of possession of the Chromebook. Trenton School will lend the Chromebook to the students for educational purposes only for the academic school year. Additionally, Trenton School administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, or delete installed software of hardware.

### **Returning your Chromebook**

Before the last week of school, students will turn in their Chromebook's and all peripherals and accessories. Failure to turn in Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

### **Transferring/Withdrawing Students**

Students that transfer out of or withdraw from Trenton School must turn in their Chromebook and peripherals and accessories to office personnel on their last day of attendance. Failure to turn in Chromebook will result in the student being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

### **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school district.

### **Records**

The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, name and ID Number of the student assigned to the device

### **Users**

Each student will be assigned the same Chromebook for the duration of his/her time at Trenton School. Take good care of it!

### **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 school-related or personal purposes, other than as specifically provided by law. The school 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 school. By using a Chromebook, students agree to such access, monitoring, and recoding of the device.

### **Monitoring Software**

Teachers, administrator and the tech department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.

### **Charging Chromebooks**

Students should plug in and charge Chromebooks every evening.

### **Printing**

Students will be encouraged to digitally publish and share their work with teachers and peers when appropriate. All student work will be stored in an Internet/cloud application so students will not print directly from their Chromebook. Any printing that needs to be done must be accomplished with the assistance of a teacher or other staff member.

### **Logging into a Chromebook**

Students will log into their Chromebook using their school issued "Google Apps for Education" account. Students should never share their account passwords with others.

### **Managing and Saving Digital Work**

Most student work will be stored in internet/cloud-based applications and can be accessed from any computer with an internet connection and most mobile internet devices. Some files may be stored on the hard drive. The school will not be responsible for the loss of any student work, so students should always remember to save frequently when working on digital media. Students are encouraged to maintain backups of their work on a portable storage device or have multiple copies stored in different internet storage solutions.

### **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 reported to a teacher or administrator as soon as possible so they can be taken care of properly. Students should never leave their Chromebook unattended except locked in their hallway locker.

### **Copyright and File Sharing**

Students are required to follow all copyright laws around all media including text, images, programs, music and video. Downloading, sharing and posting illegally obtained media is against District Policy.

### **General Precautions**

- No food or drink should be next to Chromebook
- Cords, cables and removable storage devices must be inserted carefully
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard
- Chromebook should remain free of any writing, drawing, stickers or labels
- Heavy objects should never be placed on top of Chromebook
- UNDER NO CIRCUMSTANCES should Chromebooks be left in unsupervised areas. These include the school grounds, lunchroom, vehicles, bathrooms, computer lab, library, unlocked classrooms or hallways. Any Chromebook left in these areas is in danger of being stolen or damaged. If a Chromebook is found in an unsupervised area, it should be taken immediately to the main office. Multiple offenses will result in disciplinary action.

### **Carrying Chromebooks**

- Always transport Chromebook with care and with the screen closed. Failure to do so may result in disciplinary action.
- NEVER lift Chromebook by the screen

### **Screen Care**

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents or other liquids. The screens are particularly sensitive to damage from excessive pressure, heat or light.
- Do not put pressure on the top of a Chromebook with it is closed
- Do not store a Chromebook with the screen open
- Make sure there is nothing on the keyboard before closing the lid
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

# Eight Mile Public School District Chromebook Agreement

By signing below, the student and their parent/guardian agree to follow and accept:

- Eight Mile School District “Acceptable Use Policy”
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)
- If the student ceases to be enrolled in Trenton School, the student/parent will return the Chromebook in good working order or pay the full replacement cost of the computer. In addition, the student must also return both the Chromebook charger and any other accessories. Students may be charged for any piece that is not returned or returned damaged.
- In no event shall Trenton School be held liable to any claim of damage, negligence or breach of duty.

### Website and Social Media Guidelines

Think before you Act. Your virtual actions are real and permanent!

	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, parents, teachers, future colleges and employers to see		
Follow the district code of conduct when writing online. It is acceptable to disagree with another's opinion; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information including, but not limited to, last name, phone number, addresses, exact birthdates, and pictures. Do not share your password with anyone beside your teacher and parent.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and past other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under "Creative Commons Attribution."		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
If you see inappropriate material that makes you feel uncomfortable or is not respectful, tell a teacher or school official right away.		

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

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

Date: \_\_\_\_\_