



# Student/Parent Chromebook Use Agreement 2019 - 2020

## CHROMEBOOK USE AGREEMENT

Students enrolled in Williams County School District #8 will be issued a Chromebook for instructional usage during school hours.

Your knowledge of the policies described below, as well as your support in helping WILLIAMS COUNTY SCHOOL DISTRICT #8 in implementing these policies, is critically important.

Following are the requirements that accompany school-issued Chromebooks.

### A. Terms of Chromebook Use Agreement

Before a Chromebook can be issued to your child you must sign and return the “Student/Parent Chromebook Use Agreement” form included below.

Students will still be responsible for fees associated with damaged, lost, or stolen Chromebooks.

It is important for you and your child to comply at all times with Williams County School Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes, as well as the guidelines for acceptable use of technology resources established in Board Policy and the Student Handbook.

Any failure to comply may result in termination of your rights of possession effectively immediately.

### B. Title

Williams County School District #8 (WCSD8) has and shall at all times under this agreement maintain legal title to the Chromebook. Your right of possession and use is limited to and conditioned upon your full and complete agreement with the terms of this Chromebook Use Agreement. All activity on the Chromebook, as well as any K12/O365 and Google accounts issued by WCSD8, whether conducted at school or off site, is subject to search by designated WCSD8 staff, in accordance with WCSD8 policy and applicable law.

### C. Loss or Damage

If the Chromebook issued to a student is damaged, lost, or stolen, you are responsible for the reasonable cost of repair or for its fair market value on the date of loss.

#### Age of Chromebook

Fair Market Value

1 year or less

\$180

2 years

\$100

3 years

\$75

\* Original cost of a Chromebook to WCSD8 is currently \$200

#### Repair Cost (if Repairable)

Screen Replacement: \$30

Keyboard Replacement: \$65

Loss or theft of your assigned Chromebook must be reported immediately to your Homeroom Teacher, and in no event later than the next school day after the occurrence.

In the event of a lost or stolen Chromebook, WCSD8 may disable the Chromebook remotely to protect the device and/or data on the device.

You will be charged the fair market value of the Chromebook if lost, stolen and not reported, damaged, or vandalized (see Fair Market Value Chart above).

WCSD8 will not pay for loss or damage caused by or resulting from the following:

1. Dishonest, fraudulent, or criminal acts.
2. Loss caused by your failure to use all reasonable means to protect the device that has been damaged.
3. Disappearance not reported.
4. The Principal of the assigning school has the final say in determining replacement and repair situations.

#### **D. Repossession**

If you do not timely and fully comply with all terms of this Chromebook Use Agreement, including the timely return of the Chromebook, WILLIAMS COUNTY SCHOOL DISTRICT #8 shall be entitled to temporarily or permanent suspend use of the Chromebook.

#### **E. Term of Agreement**

Your right to use and possession of the Chromebook terminates not later than the last day of the school year, unless earlier terminated by WILLIAMS COUNTY SCHOOL DISTRICT #8 or upon a student's withdrawal from WILLIAMS COUNTY SCHOOL DISTRICT #8.

#### **F. Appropriation**

Your failure to timely return the Chromebook and the continued use of it for non-school purposes without the consent of WILLIAMS COUNTY SCHOOL DISTRICT #8 may be considered unlawful appropriation of WILLIAMS COUNTY SCHOOL DISTRICT #8 property.

#### **G. Claim/Repair Procedures**

In cases of theft or disappearance WILLIAMS COUNTY SCHOOL DISTRICT #8 shall file a Police Report and an investigation must commence before a replacement device is issued. The Police Report must also directly mention the loss of the device and the circumstances surrounding the loss.

If a repair is needed due to accidental damage, please notify your Homeroom teacher. At this time cosmetic damage will not be repaired if the Chromebook is operational. A loaner may be issued, depending on the circumstances and at the Principal's discretion.

Only a limited number of loaner Chromebooks are available, so receiving a loaner is not guaranteed. In accordance with applicable law, additional fees may be charged if the Chromebook is repeatedly or deliberately damaged.

#### **H. General Chromebook Rules**

##### **Inappropriate Content**

- Students are not allowed to access, view, and or store inappropriate content or materials on Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, threatening language, alcohol, drug, gang related symbols, or pictures will result in disciplinary action.
- All activity on the Chromebook and any WCSD8 issued email account, whether conducted at school or off site, is subject to search as District property.

##### **Legal Propriety**

- All Chromebook users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is no excuse for violations of such laws or agreements. If you are unsure, ask the Homeroom Teacher.
- Plagiarism is a violation of the WCSD8 rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

##### **No Loaning or Borrowing Chromebooks**

- Do not loan your assigned Chromebook to other students.
- Do not borrow a Chromebook from another student.
- Do NOT share passwords or user names.

**WILLIAMS COUNTY SCHOOL DISTRICT #8 • Student Chromebook User Agreement**

## Unauthorized Access

- Access to another person's account or Chromebook without their consent or knowledge is considered hacking and is unacceptable.

## Music, Video Games, or Programs

Unless otherwise directed by a staff member, the following is prohibited by students:

- Music, videos, and games may not be downloaded or streamed over the Internet. This may be a violation of copyright law.
- All software/apps must be provided by WCSD8.
- Data storage will be through apps on the Chromebook; Google Drive, MS OneDrive
- Internet games are not allowed on the WILLIAMS COUNTY SCHOOL DISTRICT #8 Chromebooks.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students will be given one set of headsets. Should they lose those headsets, students must provide their own replacement headsets/earbuds for use with a Chromebook.

## Transporting Chromebooks

- Chromebooks must be closed and held at your side or against your chest when moving from class to class.
- Do not use the Chromebook while moving from class to class.

## Charging Chromebooks

- Students are expected to plug the Chromebook in the appropriate cart/cabinet at the end of the school day.
- In cases where the battery runs out, students will not be able to use their Chromebook. The Chromebook must be returned to the appropriate corresponding cart/cabinet to be charged for later use.

## General Precautions

- Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- Chromebooks can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to the internal electronics or try to repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to your Homeroom teacher.
- Never throw or slide a Chromebook.
- Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of WILLIAMS COUNTY SCHOOL DISTRICT #8.
- Chromebooks have a unique identification number and **at no time should the numbers or labels be modified or removed.**
- Chromebooks must never be left in an unlocked locker, on top of a locker, in any unsupervised area, or in a vehicle or location that is not temperature controlled.

**WILLIAMS COUNTY SCHOOL DISTRICT #8**  
**STUDENT/PARENT CHROMEBOOK USE AGREEMENT**  
2019 - 2020

**Please Print All Information**

Student's Name - First: \_\_\_\_\_ Last: \_\_\_\_\_

Parent's Name - First: \_\_\_\_\_ Last: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_ Cell Number: \_\_\_\_\_

In this agreement, "we", "us", and "our" means Williams County School District # 8 (the "School"). "You" and "your" means the parent/guardian and student enrolled in the School. The "property" is a Chromebook owned by the School with the serial/asset tag numbers listed below.

**Terms:**

You will comply at all times with the Chromebook Use Agreement and the School's Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately, and the School may terminate your use of the Chromebook.

**Title:**

The School has and shall at all times maintain legal title to the property. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Chromebook Use Agreement.

**Loss or Damage:**

If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported immediately to the School.

The School may disable the property remotely to protect the device and/or data on the device.

**Termination of Use:**

If you do not timely and fully comply with all terms of the Chromebook Use Agreement, including timely return of the property, the School shall be entitled to temporarily suspend or permanently terminate use of the property.

**Term of Agreement:**

Your right to use the property terminates not later than the last day of the school year unless earlier terminated by the School or upon withdrawal from the School.

**Appropriation:**

Your failure to timely return the property and the continued use of it for non-school purposes without the School's consent may be considered unlawful appropriation of the School's property.

I have reviewed the Williams County School District #8 Chromebook Use Agreement and the Williams County School District 8 Acceptable Use Agreement and I agree to the terms thereof.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**For Office Use Only:**

Chromebook Number: \_\_\_\_\_

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

Chromebook Serial Number: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

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