



Chromebook Distribution Instructions

Online Signatures Required X2 Aspen



*By: Dr. Carol Heidenrich
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Chromebook Forms and Fee

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Chromebooks for every student!

- Students and Parents/Guardians are required to separately sign the following online forms for students to receive their Chromebooks:
 - *Acceptable Use Policy*
 - *Chromebook Policy*
 - *Student Google Apps Permission*
- There is a \$15.00 annual fee for the use of the Chromebook
 - [Click here to pay the Chromebook fee online](#) using a secure site
 - Or, fee may be paid by check on the distribution date -
 - make check payable to NVTHS
 - Write student name and “Chromebook” in check Memo field

Instructions for online signatures

1. Log into your X2 Aspen account (instructions emailed earlier)
2. There is one account for Parents/Guardians and a separate account for students
3. Once logged in, you will see your Home screen in X2 Aspen on the **Pages** top tab as shown below

Nashoba Valley Technical School District 2017-2018

test, test Log Off

Pages My Info Academics Calendar Locker Quest

Tab 1 Tab 2

Announcements

Recent Activity Today

Search:

Attendance Grades Conduct

• No activity in the specified date range

Web Sites Edit

To Do

Overdue Online Assignments Today Tomorrow [Week View](#)

Calendar

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Grades

[Click to view academic information](#)

Published Reports

Filename	DateUploaded	Creator	Description
No published reports			

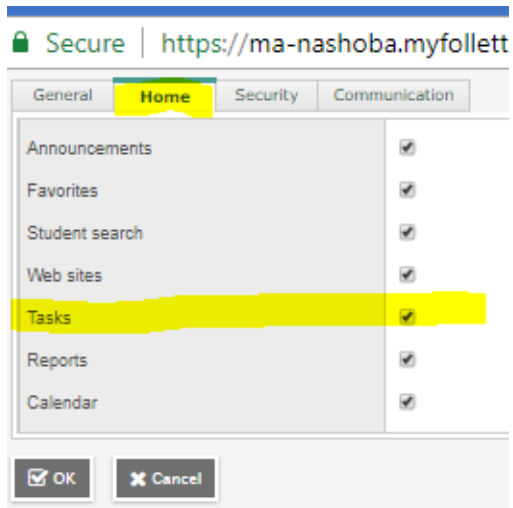
View online forms for signature

1. **Set preferences** for **Tasks** to view online forms
 - a. Select drop-down menu beside your name on right side of screen
 - b. Click on **Set preferences**



Set Preferences to view Tasks

- On the preference page, select the second tab at top (**Home**) as displayed below
- To activate **Tasks** click in the check box
- Press **OK** to save



Workflow widget - Initiate forms to sign

- On your home page, in the Workflow widget, click **+Initiate...**



Note: If the Workflow widget area does not appear on your Home page, click **Set Preferences** in the navigation bar at the top of the page. Click the **Home** tab, and select the **Tasks** checkbox. See slide 7.

Permission Forms Selection

- Permission Forms **Workflow** will display
- Select newly enrolled student's name
- Click **Next** at bottom of screen

Initiate Workflow: Workflow Selection Step 1 of 3

Workflow	<input type="text" value="Permission Forms"/>	Permission Forms Workflow
Date	<input type="text" value="5/6/2019"/>	
Student	<input type="text" value=""/>	Select your student name here



← Previous **Next** → ⌂ Finish ✕ Cancel

Workflow Permission Forms Details

- Step 2 of 3
- All three forms are displayed on this page
- First review the Acceptable Use Policy by clicking on the link
- Click the **button Yes, I give my permission...** above the Date to give permission
- Continue to sign the Chromebook Agreement (next slide)

Initiate Workflow: Details Step 2 of 3


[Click here to view the Acceptable Use Policy.](#)

Parent/Guardian Sponsor

1. I have read the Acceptable Use Policy for Nashoba Valley Technical High School.
2. I understand that this access is designed for educational purposes.
3. I recognize that some controversial materials exist on the Internet.
4. I have discussed with my son/daughter his/her responsibilities regarding the use of Nashoba Valley Technical High School network.
5. My son/daughter understands and agrees to follow the Acceptable Use Policy of Nashoba Valley Technical High School.
6. I understand that any violation by my son/daughter of the terms of the Acceptable Use Policy may result in the suspension or revocation of his/her network account, school disciplinary action and, if warranted, referral to law enforcement authorities.
7. I will not hold Nashoba Valley Technical High School liable or responsible for any materials my son/daughter accesses, acquires or transmits via the Nashoba Valley Technical High School computer network and/or Internet connection.

Yes, I give permission for my student to participate in the District's system/network.

No, I do not give permission for my student to participate in the District's system/network.

Date: 

Workflow Permission Forms Details

- Review the Chromebook Agreement by clicking on the link
- Click the **button** above the Date to give permission and agree to the Chromebook Policy
- See the next slide to view the Chromebook Agreement


Chromebook Agreement Document

Student Responsibilities
Your Chromebook is an important learning tool and is for educational purposes. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- I understand that the Chromebook is my responsibility.
- I understand that Chromebook use is a privilege not a right.
- I will not leave my Chromebook in unsupervised areas and will do everything I can to prevent it from damage.
- I will honor the Nashoba Valley Technical High School Chromebook Policy and the Acceptable Use Policy.
- I will not view, create, send, or download inappropriate material.
- I will bring the Chromebook to school every day with a fully charged battery.
- I will treat the Chromebook as a valuable piece of equipment and will report any mechanical or technical issues to a teacher immediately.
- I will not attempt to add, delete, access, or modify other user accounts on the Chromebook.
- I will take no action that could interfere with the Nashoba Valley Technical High School network.
- I will report inappropriate use.
- I will return the Chromebook in good working order at the end of the school year, when requested or upon withdrawing from the school.
- I will file a police report in case of theft or damage caused by fire and notify the school administration immediately.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, battery and/or case in the event any of these items are lost or intentionally damaged.
- I will pass the safety and ethics test.

[Click here for full Chromebook Policy.](#)

By checking this box, I agree to the terms above and accept responsibility for the Nashoba Valley Technical High School-owned Chromebook. I understand that I am accepting responsibility for any damage, destruction, or loss of the assigned Chromebook. I understand that I am responsible for the total cost of replacing a damaged, destroyed, or lost Chromebook.

Date: 

Workflow Permission Forms Details

- Review the Student Google Apps Permission Form by clicking on the link
- Click the **button** above the Date to give permission and agree to the Google Apps Permission Form
- Click **next** at the bottom of the screen to continue

Student Google Apps Permission Form

[Click here to view the Student Google Apps Permission Policy.](#)

Parent/Guardian Sponsor

1. I have discussed with my son/daughter his/her responsibilities regarding the use of Nashoba Valley Technical High School Google Apps account.
2. My son/daughter understands and agrees to follow the guidelines stated above for the use of Google Apps accounts.
3. I understand that any violation by my son/daughter of the guidelines may result in the suspension or revocation of his/her Google Apps account, school disciplinary action and, if warranted, referral to law enforcement authorities.
4. I will not hold Nashoba Valley Technical High School liable or responsible for any materials my son/daughter accesses, acquires or transmits via the Nashoba Valley Technical High School Google Apps Account.

By checking this box, I give permission for my child to be assigned a Google Apps account.

Date:


← Previous Next → Finish Cancel

Complete online signatures

- Click **Finish** at the bottom of screen

Initiate Workflow: Confirmation Step 3 of 3

Workflow	Permission Forms
Student	Smith, David
Date	5/4/2019



← Previous Next →

Check status of online signatures

- Click **Pages** top tab
- Locate the **Tasks** widget on right side of screen
- In the drop down, change **Open Tasks** to **Closed Tasks** as shown below
- Signed Permission Forms are displayed as complete with the student name



Tasks Edit

Closed Tasks + Initiate...

Received	Workflow	Task	Subject	Outcome	Date Closed
5/4/2019 11:09 AM	Student Google Apps Permission	Student Google Apps Permission	Smith, David	Complete	5/4/2019
5/4/2019 11:08 AM	Chromebook Agreement	Chromebook Agreement	Smith, David	Complete	5/4/2019
5/4/2019 11:07 AM	Acceptable Use Policy Agreement	Acceptable Use Policy Agreement	Smith, David	Complete	5/4/2019

[1 - 3 of 3]

Thank you!

- For support questions, fill out a helpdesk form linked here for [students](#) and linked here for [parents/guardians](#)
- Remember we are here to help you to make this process as easy as possible.