

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that all activity on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

To understand the expectations of Casey-Westfield CUSD C-4, students and their parents/guardians are responsible for reviewing the District's Technology Use Policies and Procedures located in the student handbook.

Ownership of the Chromebook

Casey-Westfield CUSD C-4 retains sole ownership right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, Casey-Westfield CUSD C-4 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 or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Technology Use Policies and Procedures when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged Casey-Westfield CUSD C-4 Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in the protective case provided.
- Students must promptly report any problems with their Chromebook to Technology Staff.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything other than their finger (no pencils, pens etc.). Use only approved computer screen cleaners.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Casey-Westfield CUSD C-4 technology staff. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Website & Social Media Guidelines: *Think before you act because your virtual actions are real and permanent!*

- 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, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; 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 names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- 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 paste 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.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Signature Form

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

- Use of District's Technology Use Policies and Procedures when using their Chromebooks.
- The Website and Social Media Guidelines
- That Casey-Westfield CUSD C-4 owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Casey-Westfield CUSD C-4, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer.
- In no event shall Casey-Westfield CUSD C-4 be held liable to any claim of damage, negligence, or breach of duty.

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____