Pocahontas School District 1:1 Student Chromebook Program

The policies, procedures, and information within this document apply to all students and Chromebooks within the Pocahontas School District.

Program Description

Each student in grades K-12 will receive a Chromebook at the beginning of the school year, to be used both at school and at home. This initiative will provide access to online resources for learning by providing these devices to the students. This ensures that students can access what they need from wherever they are -- school, home, anywhere with an internet connection. Every student has a device that provides an interactive interface for students. Students can access tools and resources, post their current work, track their progress, and interact with teachers and other students through a variety of tools.

Pocahontas School District is implementing this 1:1 Student Chromebook Program to further personalize the way each student uses time, receives support to master essential skills, and to deepen student understanding of content. Each student will be further introduced to a blended learning environment and also prepare them for remote learning.

What is a Chromebook?

A **Chromebook** is a personal computer running Google ChromeOS as its operating system. Chromebooks are designed to be used while connected to the internet and support applications like Google Docs that reside on the web, rather than traditional PC applications like Microsoft Office and Photoshop that reside on the machine itself. This allows the Chromebook to be sold at a much lower price point than traditional laptops, but still provide all the necessary tools for a first-class education.

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Use of Technology

All students in grades K-12 will be issued Google Chromebooks for education use in school and at home. This document provides students and their parents/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 pages are the 1:1 Chromebook Program Agreement Form and the optional "Opt-Out" Form for students and parents to complete.

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any school owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology may result in limited or banned computer use, disciplinary action, removed from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Code of Conduct.

To understand the technology use expectations, students and their parents/guardians are responsible for reviewing and signing the Pocahontas School District's Student /Internet Use policies.

Ownership of the Chromebook

Pocahontas School District retains sole right of possession of the Chromebook. Pocahontas School District lends the Chromebook to the students for educational purposes only for the academic year. Additionally, Pocahontas School District 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 hardware and software.

Receiving your Chromebook

Terms of Chromebook Loan
Issuing of Chromebooks
Students K-12 attending Pocahontas School District will be issued a Chromebook after the following conditions of the loan are met:
1. Parent/guardian and student must sign the 1:1 Chromebook Program Agreement Form (mandatory).
2. Parent/guardian and student must sign an AUP - Acceptable Use Policy/Internet Agreement Form (mandatory).

Procedure
1. The Chromebook will be assigned in the same manner as a textbook.
2. The serial number of the Chromebook is recorded.
3. The Chromebook is issued to a student and the loan is recorded in AssetTiger, a database the Technology Department uses to maintain all district technology.
4. The laptop remains with the student for the remainder of the school year unless s/he withdraws from school.
5. Students are reassigned the same Chromebook each year while enrolled, or until the Chromebook is due for replacement.
6. Students are responsible for bringing Chromebooks to school, taking them home each day and charging the battery at night.
7. The Chromebooks must not be left unsupervised at school or home in unsecured locations.

Transfer/New Student Distribution
All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks on campus. Both students and their parents/guardians must sign the Pocahontas School District 1:1 Chromebook Program Agreement and the AUP - Acceptable Use Policy/Internet Agreement Forms.

Returning Your Chromebook

End of Year
The right to use and possess the Chromebook and all peripherals terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the school through dropping-out, suspension, expulsion, or transfer.
1. The school principal or his or her designee will be in charge of seeing this equipment is returned in a timely manner.
2. Failure to return the Chromebook on or before the due date, to the school principal or his or her designee, will result in criminal charges being filed against the student, parent, and/or the person who has the Chromebook.
3. The Chromebook remains the property of Pocahontas School District and cannot be loaned, sold, bartered, traded, leased, rented or given to any other person(s).

4. At the end of the school year an announcement will be made for students to turn in their Chromebooks and all peripherals and/or accessories. Failure to turn in a Chromebook will result in the student being charged the full $250.00 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 Pocahontas School District must turn in their Chromebooks and peripherals and/or accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full $250.00 replacement cost. Unpaid fines and fees of students leaving Pocahontas School District may be turned over to a collection agency or small claims court. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Rights and Responsibilities

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 Pocahontas School District Technology Department. Students are responsible for backing up their data to protect from loss. Users of Pocahontas School 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.

Operating System and Security
Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the school.

Updates
● The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
Virus Protection
● Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
● There is no need for additional virus protection.

Content Filter
The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all internet activity protected and monitored by the school while on campus. All school issued Chromebooks,in use on school-owned internet connections, will have internet

activity filtered and logged. Pocahontas School District cannot guarantee that access to all inappropriate sites will be blocked. No filter is as reliable as adult supervision. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided by the school (i.e., at home). Chromebooks connected to the internet that is not provided by the Pocahontas School District, are not filtered by our Content Filter.

Software
Google Apps for Education
● Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
● All work is stored in the cloud.

Chrome Web Apps and Extensions
● Students are allowed to install pre-approved Chrome web apps and extensions from the Chrome Web Store.
● Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
● Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification
Records
● The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.
Users
● Each student will be assigned the same Chromebook each year they attend Pocahontas School District. Take good care of it!

No Expectation of Privacy
Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or their school issued Google account, 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 recording of their use.

Monitoring Software

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

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the AUP - Acceptable Use Policy/Internet Agreement and all of its corresponding administrative procedures at all times.

Email
● Students are provided a filtered/monitored email account by the school.
● When emails are sent, the name and user identification are included in the email message.
● Students are responsible for all email originating from their user account.
● By utilizing an email account, the user authorizes designated system administrators access to the email.
● Emails will be made available to district, local, state, and federal officials in association with any investigation.
● Emails, stored data, transmitted data, or any other use of online services are not confidential and may be monitored at any time by designated staff to ensure appropriate use.

Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day. They are to bring their Chromebook to all classes unless specifically advised not to do so by their teacher.

Chromebooks Repairs
● Students who need to have their Chromebook repaired or replaced should leave the device with the School Library Media Specialist.
● The Media Specialist will document the issue for the Technology Department. The Technology Department will collect the device for repair.
● If available, loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair. If repair is needed due to malicious damage, the school may refuse to provide a loaner or re-issue a Chromebook until restitution is provided.
● A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
● Chromebooks on loan to students having their devices repaired may be taken home.

Charging Chromebooks

● Chromebooks must be brought to school each day with a full charge.
● Students should charge their Chromebooks at home every evening.
● An uncharged Chromebook is in violation of this agreement.
● The building level Principals will treat repeat offenders as Level 1 offenses, which may result in disciplinary action.

Backgrounds and Themes
● Inappropriate images may not be used as Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of such images will result in disciplinary action.

Sound
● 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.

Printing
● Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
● Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished at home or with the assistance of a teacher or staff member.
● Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: http://www.google.com/cloudprint/learn/.

Logging into a Chromebook
● Students will log into their Chromebooks using only their school issued Google Apps for Education account.
● Students should never share their account passwords with others, unless requested by an administrator.
● Sharing login information with other students will result in disciplinary action.

Managing and Saving Your Digital Work with a Chromebook
● The majority of 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 Chromebook's hard drive.
● Students should always remember to save frequently when working on digital media.
● Pocahontas School District does not guarantee that its technology resources will be uninterrupted or error-free. Access to the network is provided on an "as is" basis without warranties of any kind. In the rare event that the network is down, neither Pocahontas

School District, nor any of its agents or employees will be responsible for lost or missing data.

● Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. An Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Pocahontas School District AUP - Acceptable Use Policy/Internet Agreement, and all other guidelines in this document wherever they use their Chromebooks.

Chromebooks Left at Home

Students are required to bring their Chromebooks to school every day. If a student leaves the Chromebook at home, he/she is responsible for getting the coursework completed as if the Chromebook were present. Loaner Chromebooks, if available, may be issued to students who forget to bring their Chromebooks to school. Repeat offenders who leave their device at home face a Level I consequence as detailed in the Student Handbook.

Chromebook Care

Taking Care of Your Chromebook
(Tech Support)

● 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 that they can be taken care of properly. School-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 or secured in their home.

● Technical Support is only available during school hours.

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 must remain free of any writing, drawing, stickers, and labels.
● Heavy objects should never be placed on top of Chromebooks.
● Chromebooks should never be stored in a vehicle.

● Students may not loan laptops or power cords to others for any reason. You are responsible for any loss or damages incurred.

Carrying Chromebooks
● Always transport Chromebooks with care and with the screen closed. 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, heat, and light.
● Do not put pressure on the top of a Chromebook when it is closed.
● Do not store a Chromebook with the screen open.
● 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 school asset tag that consists of a barcode and a number. The barcode holds asset information as well as student information the Chromebook is assigned to. (K – 12th Grade).
● Asset tags and logos may not be modified or tampered with in any way.
● If a label is intentionally damaged, removed, or tampered with, the damage assessment fee charged is $5.00
●These tags are placed on the bottom of the Chromebook inside the case.

Cases
●Each assigned Chromebook will reside inside a protective case.
●These cases will provide protection for minor bumps, dings, or drops.
●However, these cases will not protect the Chromebook from all damage but will help and provide some peace of mind. Please follow all of the guidelines and best practices listed in this document to also ensure that your Chromebook will never need to be repaired.
●This protective case should NEVER be removed without permission from the Pocahontas School District Technology Department.

Chromebooks left unattended
● Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised

area, it should be taken immediately to the office. If a Chromebook is found unattended by any staff or faculty, students will pay a retrieval fee of $5.00.

Theft

● Incidents of theft occurring off campus must be reported to the police the day of the theft and copies of the police report must be given to the principal and the school technician the next day that school is in session. Parents/students who fail to do so are responsible for the replacement cost of the Chromebook. Any theft occurring on school grounds must be immediately reported to an administrator.

● If there is no clear evidence of theft or if the Chromebook has been lost due to a student's negligence, the parent/student will be responsible for the Chromebook's replacement cost.

● The district will work with the police department to report all model, asset, and serial numbers of laptops to area law enforcement agencies in the event of loss or theft.

Monitoring and Supervision

● Students should never be left unattended while using Chromebooks or other computers.

● The Chromebooks will be subject to routine monitoring by teachers, administrators, and members of the Pocahontas School District Technology Department.

● Students will provide access to the Chromebook assigned to them upon request by teachers, administrators, or a member of the Pocahontas School District Technology Department.

● A search of the Chromebook and student files may be conducted if there is suspicion that any policies, procedures, or guidelines have been violated.

● Chromebooks should be used at home in locations that can be easily monitored and supervised by a parent.

● Unsupervised use is strongly discouraged; use in a child's bedroom is highly discouraged.

Chromebook Inspections

Students may be randomly selected to provide the laptop for inspection.

Chromebook Fees

● Intentional misuse or neglect can result in loss of laptop use, disciplinary action, and/or fines for any needed repairs or maintenance. (Please refer to the Fines and/or fees section within this handbook.)

Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

● Replacement - $250.00
● Screen - $50.00
● Keyboard/touchpad - $60.00

● Power cord - $35.00

● Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

Negligence is defined as:

• Intentional damage

• Leaving a laptop unattended

• Leaving a laptop unsecured

• Exposing a laptop to unacceptable conditions such as exposure to any liquid or moisture of any kind

• Exposing a laptop to unacceptable conditions such as rain, extreme heat or cold

Digital Citizenship

Appropriate Uses and Digital Citizenship

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself**. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

2. **Protect Yourself**. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

3. **Respect Others**. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. **Protect Others**. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

5. **Respect Intellectual Property**. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

6. **Protect Intellectual Property**. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

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 online illegally obtained media is against the Student AUP - Acceptable Use Policy/Internet Agreement.

Consequences for Violations of the Student Chromebook Handbook, Student AUP - Acceptable Use Policy/Internet Agreement

Violations of these policies may result in one of the following but not limited to these disciplinary actions:

● Restitution (money paid in compensation for theft, loss, or damage)
● Student/Parent Conference
● Removal of Unauthorized Files and Folders
● Restriction of The Internet Privileges*
● Restriction of District-Issued Chromebook Use Privileges**
● Suspension
● Court Referral/Criminal Charges
● Alternative School Placement
● Expulsion

If a violation of the Student Chromebook Handbook, Student AUP - Acceptable Use Policy/Internet Agreement violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Internet while at school and under teacher supervision.

**If a student's District-Issued Chromebook privileges are restricted, this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision.

General Rules:

If there is a repeated occurrence of a Chromebook not being usable for the school day, i.e. not being charged, then the administration reserves the right to make the student a day user for a length of time to be determined by the administration.

The following rubric is not meant to be all-encompassing but to serve as a guideline for determining appropriate disciplinary action when a violation of a technology rule occurs.

Level I Offenses	Level II Offenses
Level I offenses are less serious and begin with a student and/or parent conference. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth above.	Level II offenses are more serious and begin with a required conference, the restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement. However, depending on the seriousness and frequency of the violation, a Level II offense may not merit a more serious disciplinary action such as the ones set forth above.
Examples of Level I Offenses: • Sharing passwords • Plagiarism • Bypassing District security controls • Defacing computers (e.g., stickers, marker) • Removing District labels or tags • Repeated failure to charge battery • Clearing web browser history • Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) • Commercial or Political use • Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission • Failure to Follow Teacher Directives • Failure to be Polite and Courteous	**Examples of Level II Offenses:** ● Downloading, posting, or distributing materials that: ● Are harmful or prejudicial to others (e.g., defamatory or libelous) ● Are pornographic, obscene, or sexually explicit, or profane (e.g., music) ● Are Illegal (e.g, copyrighted materials) ● Reference to weapons, alcohol, guns, drugs or gangs ● Constitutes gambling ● Are restricted ● Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames ● Intentionally destroying hardware or software ● Engaging in theft ● Engaging in any illegal activity ● Harming or destroying another user's data ● Creating or sharing a computer virus ● Disrupting the network or the educational process

Expectations:

Parent Expectations

1. Remember that while the school system will provide Internet content filtering, there is no substitute for parental supervision when using a computer.
2. Monitor student use of the Chromebook and internet at home. Our Content Filter does not work at home.

3. Ensure your child understands and adheres to Chromebook and Internet policies and guidelines set forth within this 1:1 Student Chromebook Program.

4. Sign the agreement.

5. If the device is intentionally damaged, parents will reimburse the school district per school policy for any costs incurred due to misuse, neglect, damage, or loss, including theft, up to the full replacement cost of the laptop.

6. Review Pocahontas School District's 1:1 Student Chromebook Program Handbook, Student AUP - Acceptable Use Policy/Internet Agreement, and Consequences for Violations of the policies with your child.

7. Assist your child who is assigned the Chromebook with homework and school assignments. The purpose of the Chromebook Initiative is to help students learn. Student use of the Chromebook for learning is the most important priority of this Chromebook Initiative.

8. Ensure the return of the Chromebook and all accessories in good working condition at the end of the current school year or before the student withdraws from school.

Student Expectations

I Promise to...

. be responsible for my Chromebook at all times.

. secure my Chromebook in a locker when not using my Chromebook for class.

. immediately report technical problems with my Chromebook to the Library Media Specialist.

. charge my Chromebook each evening. Bring the Chromebook to school fully charged.

. not share my login password with anyone.

. not loan my Chromebook or any Chromebook component to another student for any reason.

Pocahontas School District 1:1 Student Chromebook Program Agreement Form

PLEASE COMPLETE THE FOLLOWING DOCUMENTS AND RETURN TO THE SCHOOL OFFICE IN ORDER TO RECEIVE A CHROMEBOOK.

The 1:1 Student Chromebook Program documentation can be found on the school website at www.pocahontaspsd.com *- Explore*

Student / Parent Information and Signatures (PLEASE PRINT)

Yes, I have received a copy of the 1:1 Student Chromebook Program. I understand the program conditions and my responsibilities in using the Chromebook computer.

Student's Full Name:_____ Grade:_____

Student Signature:_____ Date:_____

Parent's Name:_____

Parent Signature:_____ Date:_____

Parent Email:_____

Parent's Best Contact Phone Number:_____

By signing this agreement, the student and parent/guardian agree to follow and accept:
- Student AUP - Acceptable Use Policy/Internet Agreement
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)
- That Pocahontas School District owns the Chromebook, software, and issued peripherals
- If the student ceases to be enrolled in Pocahontas School District, the student/parents will return the Chromebook in good working order or pay the full $250.00 replacement cost of the Chromebook. In addition, the student must also return both the Chromebook and AC adapter. Students may be charged for any piece that is not returned.
- In no event shall Pocahontas School District be held liable to any claim of damage, negligence, or breach of duty.

Chromebook computers that are not returned prior to student departure for the summer or withdrawal from school will cause the school district to file a criminal complaint with the Pocahontas Police Department or the Randolph County Sheriff's Office.

Website & Social Media Guidelines

Think before you act because 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, 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.	

*Please also return this form with the 1:1 Student Chromebook Program Agreement Form.

1:1 Student Chromebook Program "OPT-OUT" Form

Please return this form to the school office if you would like to "Opt-Out" of this program.

Student's Full Name:_____ Grade:_____

Student Signature:_____ Date:_____

Parent's Name:_____

Parent Signature:_____ Date:_____

Parent Email:_____

Parent's Best Contact Phone Number:_____

Parents/Guardians who choose not to participate will remain Day Users only. They will check out their assigned Chromebook each morning from the library and return it to the library at the designated time each afternoon. The check-in and out process will be supervised by the school library media specialist. Day-Users are solely responsible for making sure their Chromebooks are placed in the appropriate charging stations so that they are charged the next morning.