

# Lebanon CUSD #9 Chromebook Contract

## Procedures and Info for Students and Parents

The mission of the Chromebook distribution in the Lebanon CUSD #9 is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. Lebanon CUSD #9 endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school.

The Chromebooks are a learning resource. There is no opt-out process for receiving a Chromebook because it is an important tool for completing assigned work, conducting research, and accessing learning materials – just like a textbook.

## 1. Receiving Your Chromebook

### a. Student Distribution

Both students and their parents/guardians must sign the Lebanon CUSD #9 Chromebook Contract prior to picking up a Chromebook. This form must be turned in by August 26th. If we do not have this form by the 26th, a Chromebook will not be issued to your student.

## 2. Returning Your Chromebook

### a. End of Year

At the end of the school year, students will turn in their Chromebooks, power adapters, and cases. Failure to turn in a Chromebook will result in the student being charged the full \$234.00 replacement cost. Cases and power supplies will be charged replacement costs as well. The breakdown of costs is detailed in this document. The District may also file a report of stolen property with the local law enforcement agency.

### b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from Lebanon CUSD #9 must turn in their Chromebooks and cases to the textbook clerk on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$234.00 replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

## 3. Taking Care of Your Chromebook

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 taken to Mr. Richter as soon as possible so that they can be repaired properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

Students should never leave their Chromebooks unsecured.

#### **a. 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 with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

#### **b. Cases**

- Cases are to hold Chromebooks and chargers only, no pens, books, etc..
- Each student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are padded to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.
- Chromebooks must stay in the provided cases at all times and shall not be removed.

#### **c. Carrying Chromebooks**

- Always transport Chromebooks with care and in Lebanon CUSD #9 -issued protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

#### **d. 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.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- 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.

#### **e. Asset Tags**

- All Chromebooks will be assigned to students using serial numbers.
- Students may be disciplined for tampering with this information.

## **4. Using Your Chromebook at School**

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

#### **a. Chromebooks needing repairs**

- If a Chromebook needs repair, return it to Mr. Richter and a replacement device will be issued.
- Chromebooks that are damaged or lost will have the appropriate charge recorded on the student account.
- Chromebooks that have a hardware or software fault (not caused by damage from the student) will be replaced at no cost to the student.

#### **b. Charging Chromebooks**

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening.
- There will be a limited number of unsupervised charging stations in school common areas.

#### **c. Backgrounds and Themes**

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

#### **d. 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.

#### **e. Logging into a Chromebook**

- Students will log into their Chromebooks using their school issued Google Account.
- Only Lebanon CUSD #9 students and staff can log into school Chromebooks.
- Students should never share their account passwords with others.

### **5. Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the Lebanon CUSD #9 Use of Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

### **6. 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 Lebanon CUSD #9.

### **a. Updates and Virus Protection**

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- There is no need for additional virus protection.
- Students must shut down Chromebooks every night (instead of closing lid). This is how Chromebook updates itself.

## **7. Content Filter**

The District utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Attempts to circumvent the filtering software will result in disciplinary action.

## **8. Software**

### **a. 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.

### **b. Chrome Web Apps and Extensions**

- Students are allowed to install District approved Chrome web apps and District approved 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.

## **9. Chromebook Identification**

### **a. Records**

- The District will maintain a log of all Chromebooks that includes the Chromebook serial number, student name, and ID number of the student assigned to the device.

## **10. Repairing/Replacing Your Chromebook**

### **a. Chromebook repair**

- If your Chromebook is not working, notify your teacher and take it to Mr. Richter for repair.

### **b. Estimated Costs (subject to change)**

The following are estimated costs of Chromebook parts and replacements:

- Complete Replacement - \$234.00

- Otterbox Cases - \$27.00
- Gumdrops Cases - \$59.00

## **11. No Expectations 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 district-related or personal purposes, other than as specifically provided by law. The District 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 District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### **a. Monitoring Software**

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

## **Student Pledge for Chromebook Use**

- a. I will follow all of the policies and regulations included in the Chromebook Contract and Internet Policy while at school as well as outside of the school day.
- b. I will file a police report in case of theft, vandalism, and other acts covered by insurance.
- c. I agree to return to return the District Chromebook, case, and power cords in good working condition.

## **Parent Pledge**

I recognize that it is my responsibility to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for any materials acquired by my children. I will assume full responsibility for any harmful or illegal content on the Chromebook. I also will take full responsibility for any damage that occurs to the Chromebook while the device is in my student's possession. I hereby give permission to allow my student to check out a Chromebook for the current school year.

**I agree to the stipulations set forth in the Lebanon CUSD #9 Chromebook Contract.**

Student Name (Please Print): \_\_\_\_\_ Grad Year: \_\_\_\_\_

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

Parent/Guardian Name (Please  
Print): \_\_\_\_\_

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