

1:1 CHROMEBOOK AT-HOME RESPONSIBLE USE AGREEMENT

PURPOSE: Cook County Schools ISD 166 issues students in grades K-12 a one-to-one (1:1) Chromebook or Tablet as a means to promote student achievement and provide equitable access to learning technology. The 1:1 Device Program provides an amazing opportunity for students to engage with learning in a meaningful, modern context that helps them prepare for life beyond K-12 education. This agreement outlines Cook County Schools expectations for students and families issued a 1:1 device. **In addition to this agreement, the use of District-provided technology requires students to abide by the District Acceptable Use Policy.**

Cook County Schools expects students to use District-issued equipment responsibly. This agreement will help you understand responsible use of your device and District network resources. Cook County Schools also expects students to keep their 1:1 devices safe, secure, and in good working order. *This agreement includes the following specific responsibilities and restrictions.*

Student Expectations:

1. **Bring your 1:1 device to school every day.** If a device is left at home, a loaner **MAY** be available. If not, students will be expected to complete their coursework by hand. If a device is left at home repeatedly, the student may lose their take-home privileges.
2. **Charge your 1:1 device at home every night and bring it to school each day with a full charge.** If a device is repeatedly brought to school without a charge, the student may lose their take-home privileges.
3. **Communicate Responsibly!** All electronic communication must be conducted in a respectful and academic manner, using appropriate language, and avoiding profanity and offensive or inflammatory speech. All student emails sent and received over District systems are archived and retained per MN state public record laws.
4. **Back up important files.** Cook County Schools will maintain 1:1 devices with periodic updates. Students should save files in online storage (e.g. Google Drive) to avoid accidental loss of course work. *Cook County Schools cannot guarantee data loss will not occur and is not liable for such loss.*
5. **Use technology for school-related purposes only.** Use for commercial or political purposes is prohibited.
6. **Follow copyright laws and fair use guidelines.** Only download/save music, videos, or other content related to specific assignments. Do not use your device to store personal content.
7. **Make your 1:1 device available for inspection by any administrator or teacher upon request.**

Prohibited Activities:

1. Do not mark or deface your device.
2. Do not loan your 1:1 device, charger, or other accessories to anyone; do not leave your device unattended.
3. Do not eat or drink while using your device.
4. Do not attempt to change or bypass the internet filtering, security, network/wifi settings, or any other device settings, including the installation of games or other unauthorized software.
5. Do not attempt to access systems beyond your authorized access. **This includes sharing your account password for any system with others, or using another person's account and/or password.**
6. Do not attempt to locate, view, share, or store materials that are unacceptable in an academic setting. **This includes, but is not limited to, pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video, or other materials.**

Hacking: Please note that "hacking" of any type, including the intentional introduction of malicious software (viruses), attempts to gain unauthorized network or system access, or attempts to disrupt normal network traffic, will result in District discipline and may lead to criminal charges.

Student Safety:

1. **Students should not reveal or post identifying personal information, files, or communications to unknown persons through email or other means.**
2. Cyberbullying, including personal attacks or threats toward anyone using online resources **is strictly prohibited and may lead to criminal charges.** *If you are aware of cyberbullying, please report it to responsible school personnel IMMEDIATELY!*
3. All student 1:1 computing devices are configured to filter internet content and communications at school, at home, and on any other network.
4. While internet filtering is intended to restrict access to inappropriate or non-educational content, Cook County Schools cannot guarantee that students will not intentionally or unintentionally access content that may be deemed unacceptable. If you access inappropriate content on your device, report it to school staff immediately.
5. All electronic communications, activities, and files created and/or accessed on District technology are not private and are subject to being viewed, monitored, and/or archived by the District at any time.

Parental/Guardian Monitoring Responsibility: Parents/guardians assume all responsibility for monitoring their student's activity on District-issued devices and accounts during non-school hours and on all non-student attendance days. Users are responsible for the appropriate use of the device and all accounts, applications, and services.

Cook County Schools Student Take Home Device Issuance Agreement

The Cook County School District has purchased a Device Coverage Program for all student mobile devices to lessen the financial burden if an accident or theft occurs. While the purchased program covers manufacturer defects, accidental damage, and theft, repair or replacement amounts may not always cover all associated costs. Therefore, while there is no user fee or damage deposit for the student device, parents/guardians must be aware that they will be responsible for the following associated cost for damage, loss or theft.

| Repair/Replacement Costs | First Claim | Second Claim | All Other |
|-----------------------------------|------------------|------------------|--|
| DAMAGE | None | \$25 restock fee | \$25 restock fee, meeting to discuss alternative technology access |
| THEFT (with Police Report) | None | \$25 restock fee | \$25 restock fee, meeting to discuss alternative technology access |
| LOST | \$25 restock fee | \$75 restock fee | Full Cost to Replace Age of Device: 1 year - \$300 2 years - \$200 3 years - \$100 |

- If the lost or stolen device is later recovered in working condition, the restock fee will be refunded.
- If a student leaves the District, but does not return the device, they are responsible for the full replacement cost, and standard rules for the restriction of records and transcripts would apply. Law enforcement may be involved for the purposes of recovering District property.
- Items to be replaced if needed at users expense: Cords/Charger

Please keep this page for your records.

1:1 CHROMEBOOK AT-HOME RESPONSIBLE USE SIGNATURE FORM:

| | |
|------------------|------------|
| Name of Student: | Asset Tag: |
| School: | Grade: |

By signing this document, you agree to abide by the conditions listed in the 1:1 At-Home Responsible Use Agreement and Student Device Issuance Agreement, and assume responsibility for the appropriate and safe use and care of Cook County School District-issued technology. You understand that should you fail to comply with the terms of this agreement, access to 1:1 technology, the internet, and other digital content or services may be limited or removed. Students may also be subject to disciplinary action as outlined in the Cook County Schools Student Rights and Responsibilities Handbook.

As the parent or guardian, my signature indicates I have read and understand this Responsible Use Agreement and give permission for my student to use District-issued technology hardware as well as digital services and applications. I understand that the use of a District-issued computing device and all accounts for the related services and applications are solely for educational purposes and students have no expectation of privacy as the District has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice. I also understand that damage, loss, or theft may result in fees as outlined in the Device Issuance Agreement.

Parent/Guardian Name: _____ Signature: _____ Date: _____
Printed

As the student, my signature indicates I understand this Responsible Use Agreement and will follow these guidelines while using District technology. I understand that the use of a District-issued computing device and all accounts for the related services and applications are solely for educational purposes and I have no expectation of privacy as the District has a right to monitor, inspect, copy, review, and store information transmitted or received, at any time, without prior notice.

Student Name: _____ Signature: _____ Date: _____
Printed

DECLINE – If you wish to decline a take-home Chromebook, and have your student only be able to access it during the school day, please contact your school administrator.

Please return this signature form to your student’s school.