

NORTH GIBSON SCHOOL CORPORATION

CHROMEBOOK AGREEMENT 2022-2023

Students at Princeton Community High School and Princeton Community Middle School will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the 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.

Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

OWNERSHIP of the CHROMEBOOK

Princeton Community High School, Princeton Community Middle School, and North Gibson School Corporation retain sole right of possession of the Chromebook. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, PCHS and PCMS 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, 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:

- All students must comply with the Chromebook Agreement, North Gibson Acceptable Use Policy, and all policies of the school corporation when using their Chromebooks.
- All 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 Chromebook should last 6.5 hours charged.
- All students must treat their device with care and never leave it in an unsecured location.
- All students must promptly report any problems with their Chromebook to the Chromebook support team.
- All students may NOT remove or interfere with the serial number and other identification by both physical and/or digital means.
- All students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing. *This includes adding stickers, etchings, or writing to the exterior of the device. This type of damage is not covered by warranty and will require full replacement of the device by the parent/student.*
- All students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- All students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

WARRANTY and INSURANCE

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the parent/student to pay for. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device (\$200-\$250).

Optional insurance through a third party provider will be available for students and their families to purchase. *The purchase of insurance is NON-REFUNDABLE.*

SPARE EQUIPMENT and LENDING

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

REPLACEMENT/REPAIR COSTS

The cost of replacement or repairs will be determined by a third party vendor who will do all repair work for device damage. The student/device will be sent to the third party for repair, and upon completion of repairs, the vendor will provide an invoice for work completed. If the parent/student did not purchase third party elective insurance, then the parent/student is responsible for the full cost of the repairs. The prices below are simply for informational purposes and may not represent the actual cost of repairs. It is highly encouraged that parents purchase the third party elective insurance.

Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$200.00-\$250.00
- Bottom cover - \$25.00
- Keyboard/touchpad with frame - \$90.00-\$115.00
- Keyboard only - \$40.00
- Screen - \$90.00
- Top cover - \$40.00
- LCD frame(bezel) - \$35.00
- Charger - \$35.00

RESPONSIBILITY for ELECTRONIC DATA

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect from loss. Users of school 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.

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 Acceptable Use Policy.

DIGITAL CITIZENSHIP

Students must follow the six conditions of being a good digital citizen:

1. **RESPECT YOURSELF.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are degrading, pornographic, racist, or inappropriate.
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 schedule of my activities. I will report any attacks or inappropriate behavior directed at me. 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 other people. I will show respect for other people in my choice of websites. I will not abuse my rights of access and I will not bother other people's private spaces or areas.
4. **PROTECT OTHERS.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.
5. **RESPECT INTELLECTUAL PROPERTY.** I will request permission to use resources. I will suitably cite any and 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 use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Consequences for Violations of the Student Chromebook & Acceptable Use Policy

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
- Alternative School Placement
- Restriction of The Internet Privileges*
- Restriction of District-Issued Chromebook Use Privileges**
- Suspension
- Expulsion
- Court Referral/Criminal Charges

If a violation of the Student Chromebook & Internet Acceptable Use 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 Internet while at school and under teacher supervision. This restriction could also result in full loss of internet privileges for a given period of time.

**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 at the discretion of school administration. This restriction could also result in full loss of Chromebook usage for a given period of time.

General Rules:

If there is a repeated occurrence of a Chromebook not being usable for the school day (ex: 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 |
|---|---|
| <p>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.</p> | <p>Level II offenses are more serious and begin with a required conference. Depending on the seriousness and frequency of violation, disciplinary action may include the restriction of the Internet and/or District-owned Chromebook privileges, in-school alternative placement, suspension, expulsion, and/or a report to the proper outside authorities.</p> |
| <p>Examples of Level I Offenses:</p> <ul style="list-style-type: none">• 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 | <p>Examples of Level II Offenses:</p> <ul style="list-style-type: none">• Downloading, posting, or distributing materials that:<ul style="list-style-type: none">• 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 |

CHROMEBOOK AGREEMENT / SIGNATURE FORM

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

- a. Acceptable Use Policy (Located each year in student handbooks).
- b. Chromebook Agreement as outlined above and Chromebook Guidelines (Below)
- c. Website and Social Media Guidelines (Below)
- d. That the Chromebook, software, and issued peripherals are owned by the school.
- e. If the student ceases to be enrolled, the student agrees to return the Chromebook in good working order. In addition, the student must also return the charger. If one or both of these items are not returned, the student and parent agree to pay the full replacement cost(s).
- f. In no event shall North Gibson be held liable to any claim of damage, negligence, or breach of duty.

CHROMEBOOK CARE

| Guideline | Student Initials | Parent Initials |
|---|---------------------|--------------------|
| Keep the device with you and don't leave it unattended. | | |
| Writing in pen, pencil, or marker or etching/engraving on the device may result in replacement costs or fees or disciplinary action. | | |
| Keep all manufacturer, school and NGSC stickers and labels affixed to the device. Do not peel them off. | | |
| Keep the device in the condition it was given to you—do not alter any of the plastic casings, keys, or other aspects of the device—this includes adding stickers or markings. | | |
| Carry the device securely while walking in the hallways. | | |
| Mistreatment of the device may result in damages that will be the responsibility of the student, this includes defacing the device or components in any way. | | |
| Bring the chromebook to school fully charged daily. | | |
| Report any issues with the chromebook promptly to the Chromebook Team. | | |
| Return the Chromebook and Charger to the school in the condition it was given to you upon the conclusion of the school year or withdrawal. | | |

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INTERNET and SOCIAL MEDIA Guidelines

THINK before you act because your virtual actions are real and permanent!

| Guideline | 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 birthdates, and pictures. <u>Do not SHARE your password with anyone besides your teachers and parents.</u> | | |
| 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 some 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. | | |

PRINT STUDENT NAME: _____

STUDENT SIGNATURE: _____ Date: _____

PRINT PARENT NAME: _____

PARENT SIGNATURE: _____ Date: _____