

MSD of North Posey County Schools

Chromebook Care & User Agreement

Please read this entire section carefully.

The policies, procedures, and information within this document apply to all Chromebooks used at MSD of North Posey County Schools by students, staff, or guests including any other device considered by the Administration to fall under this policy.

North Posey County Schools Chromebooks are designed to be an educational tool and an extension of the classroom. ***Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration, Chromebook deployment or during new student enrollment.

This agreement is made effective upon receipt of a Chromebook, between MSD Of North Posey County, the student receiving a Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at North Posey, hereby agree as follows:

EQUIPMENT

- a. Ownership: MSD OF NORTH POSEY COUNTY retains sole right of possession of the Chromebook and grants permission to the student to use the Chromebook according to the guidelines set forth in this document. Moreover, MSD OF NORTH POSEY COUNTY administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- b. Equipment Provided: Efforts are made to keep all Chromebook configurations the same within each school. All systems include ample storage space, educational applications, and wireless network capability. MSD OF NORTH POSEY COUNTY will retain records of the serial numbers of provided equipment.
- c. Substitution of Equipment: In the event the Chromebook is inoperable, MSD OF NORTH POSEY COUNTY has a limited number of spares for use while the Chromebook is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a Chromebook or to avoid using the Chromebook due to loss or damage.
- d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. MSD OF NORTH POSEY COUNTY does not accept responsibility for any such files or software.
- e. Responsibility for Installed Software: The Student may not install or uninstall any applications to the Chromebook without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

ACCEPTABLE USE POLICY

- a. All aspects of MSD OF NORTH POSEY COUNTY's Acceptable Use Policy remain in effect at all times.
- b. Monitoring: MSD OF NORTH POSEY COUNTY will monitor Chromebook use using a variety of methods – including electronic remote access – to assure compliance with MSD OF NORTH POSEY COUNTY's policies.
- c. MSD OF NORTH POSEY COUNTY will provide content filtering within the MSD OF NORTH POSEY COUNTY network.
However, MSD OF NORTH POSEY COUNTY does not have full control of the information on the Internet or incoming email from a non- MSD OF NORTH POSEY COUNTY email provider.
- d. File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school- related needs to use these tools may seek prior approval from the Technology Department.
- e. Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, MSD OF NORTH POSEY COUNTY reserves the right to insure all customizations follow the Acceptable Use Policy and may periodically conduct maintenance that may configure the Chromebook back to the originally installed state.

INTENTIONALLY DAMAGED DEVICE & ACCESSORIES AND/OR LOST

MSD OF NORTH POSEY COUNTY reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school.
- Lending equipment to others other than one's parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.
 - Replacement of the Chromebook - current market value at the time of replacement
 - AC Adapter & power cord - current market value at the time of replacement
 - Chromebook Case – current market value at the time of replacement
- Actions Required in the Event of Damage or Loss: Report the problem immediately to the principal. If the Chromebook is stolen or vandalized while not at MSD OF NORTH POSEY COUNTY or at an MSD OF NORTH POSEY COUNTY sponsored event, the Parent shall file a police report.
- Intentional malicious damage of another's student's Chromebook will result in disciplinary measures and the repair and/or replacement cost of the device will be the responsibility of the parent of the student who committed the offense.

Chromebook Technical Support:

- MSD OF NORTH POSEY COUNTY will provide technical support, maintenance and repair during school hours.
- The Chromebook Help Desk located in the Tech Center will be a point of contact for repair of the Chromebooks. After a technology ticket is received, services provided by the Help Desk include:
 - Password Identification
 - User account support
 - Coordination of warranty repair
 - Distribution of loaner Chromebooks
 - Hardware maintenance and repair
 - Operating System or software configuration support
 - Restoring Chromebook to factory default
 - System software updates
- Any attempt to repair outside of MSD OF NORTH POSEY COUNTY will result in the Student and Parent being charged the full replacement cost.
- A regular summer maintenance plan is scheduled and all devices will be collected at the end of school. Every attempt will be made to re-issue the same serial # device at the start of the next school cycle for the life-cycle of the Chromebook.

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Tech Center. If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

MSD OF NORTH POSEY COUNTY STANDARDS FOR PROPER Chromebook CARE

This document is an important addendum to the Student Chromebook Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook.

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility. Following the manufacturer's advice and the standards below will lead to a Chromebook that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the Chromebook fully charged each school day.
- Keep the Chromebook either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices

and trips, store the Chromebook in your school locker and arrange to return to school to retrieve it after the activity. Chromebooks left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.

- Avoid use in situations that are conducive to loss or damage. For example, never leave the Chromebook in school buses, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car other than in a locked trunk.
- Do not let anyone use the Chromebook other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Chromebook will be your full responsibility.
- Adhere to MSD OF NORTH POSEY COUNTY’s Acceptable Use Policy/Chromebook Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a principal.
- Students may save documents to their Google Drive, or they may save to an external memory device such as a mini SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students will be trained on proper file management procedures. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the teacher or principal.
- Don’t force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of MSD OF NORTH POSEY COUNTY for repairs.

General Care

- Do not attempt to remove or change the physical structure of the Chromebook, including the screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the Chromebook.
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of MSD OF NORTH POSEY COUNTY. Spot checks for compliance will be done by Administration and MSD OF NORTH POSEY COUNTY Technicians at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook

- When moving with the Chromebook, be sure to hold it securely with both hands.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Always store the Chromebook in the school-provided protective case.
- The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in the school issued case is required when not in use.
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components.

Screen Care

- The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not clean the Chromebook or case with anything other than approved Chromebook cleaners. Never use anything abrasive. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Do not use window cleaner or any type of liquid or water on the Chromebook. Do not lean on top of the Chromebook or leave objects on the device.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, earbuds, notebooks).

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- **Don't let the battery completely drain.** Charge when the battery reaches 10% capacity. Immediately shut down if you are unable to connect to the charger.

Personal Health and Safety

- Avoid extended use of the Chromebook resting directly on your lap. The bottom of the Chromebook can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing & screen time). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

Training

- MSD OF NORTH POSEY COUNTY Students will be trained on how to use their chromebook in addition to curriculum designed to support Digital Citizenship. Training documents and videos will be made available for students to refer to as needed.

Managing Your Files and Saving Your Work

- Students may save documents to their Google Drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

MSD of North Posey County

Student Chromebook Acknowledgement Form

Review and initial each statement below. The following items reiterate some of the most important points covered in the Chromebook Use Agreement and the Standards for Proper Care addendum.

	Student Initial	Parent Initial
I understand that I am responsible for managing my own files.		
I will not leave my Chromebook unattended unless it is locked in a secure place/classroom. My family is fully responsible for the cost of replacement should my Chromebook become lost or stolen. A police report must be filed for theft.		
I understand that my family is financially responsible for the full cost if damage occurs due to my "gross negligence."		
I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own.		
I will keep the Chromebook secure whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my Chromebook to a teacher or administrator.		
I will not attempt to repair the Chromebook outside of approved MSD OF NORTH POSEY COUNTY channels.		

Student & Parent/Guardian Section:

I understand the Chromebook Use Agreement and the Standards for Proper Care addendum and agree with their stated conditions.

This form must be signed and returned before a device will be issued to the student

Student Name (printed clearly) _____

Student Signature + Date _____

Parent Name (printed clearly) _____

Parent/Guardian Signature + Date _____

Office Use Only

Serial Number Assigned: _____