

Ukiah Unified School District

1:1 Chromebook Program

Agreement for Student Use of the Chromebook

The goal of the 1:1 Chromebook Program is to further the mission of the Ukiah Unified School District: to have our students graduate as lifelong learners, ready to succeed in college and/or a career, who are adaptable citizens of a global society, critical thinkers, ethical decision-makers, and effective communicators and collaborators. Ukiah USD is committed to developing and supporting the use of technology for high quality teaching and learning.

1. Receiving the Chromebook

- All parents/guardians are encouraged to attend the Chromebook orientation/parent information night.
- This UUSD Chromebook Agreement must be signed by the student and parent or guardian before a Chromebook will be issued to the student.
- Students will receive the Chromebooks and cases during the first month of school.
- Note: the Chromebooks remain the property of the District.
- All transfers/new students participate in a school orientation and will be able to pick up a Chromebook from the school site tech office.
- Students without a signed Chromebook Agreement may borrow a loaner Chromebook from the school site tech office for use while at school. [If a student's family chooses not to sign a contract, the student will check out their Chromebook from the library every day.](#)

2. Returning the Chromebook

- At the end of the school year, students must turn in the Chromebooks, charging cords and cases in good working order. Failure to turn in a Chromebook will result in the student and parents/guardians being charged the full \$310.00 equipment replacement cost. Depending on the circumstances, the District may also file a report of stolen property with the local law enforcement agency.
- If something happens to a student's Chromebook, student and/or their parent/guardian must inform the school right away.
- If the Chromebook is stolen, the family must file a report of stolen property with the police department and promptly inform the school.
- If the Chromebook is misplaced, the student and parent/guardian have one week to find it before they are required to pay the full \$310.00 equipment.
- Students who transfer out of or withdraw from UUSD must turn in the Chromebooks and cases to their school's office on or before their last day of attendance. Failure to turn in the Chromebook will result in the student and parent/guardian being charged the full \$310.00 equipment replacement cost. The District may also file a report of stolen property with the local law enforcement agency.

3. Taking Care of the 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 the school site tech in the library as soon as possible so that they can be taken repaired. District-owned Chromebooks must never be taken to an outside computer service for any type of repair or maintenance. Students must secure the Chromebooks at all times to avoid loss or theft.

a. **General Precautions**

- No food or drink should be placed next to Chromebooks. The devices are sensitive to liquids and must not be used at or near a pool, bathtub etc.
- 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.
- No objects should ever be placed on top of Chromebooks.

b. **Cases**

- Each student will be issued two protective cases 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.

c. Carrying Chromebooks

- Always transport Chromebooks with care and in **both** issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- **Students must carry their chargers with them everyday.**

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 antistatic cloth.

e. Asset Tags

- All Chromebooks will be labeled with a UUSD barcode **and student label** and checked out to the student.
- Students and parents/guardians may be charged up to the full replacement cost of a Chromebook for tampering with the library barcode.

4. Using the Chromebook at School

Students are expected to bring a fully charged Chromebook in its case, charging cord and headphones to school every day and bring their Chromebooks to all classes.

a. If a student does not bring the Chromebook to school

- A student may stop in the school site tech office and check out a loaner for the day before the first bell.
- A student borrowing a loaner will be responsible for any damage to or loss of the issued device. The loaner must be returned to the tech office at the end of the day.
- The school site tech office will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the assistant principal's office.
- Excessive use of loaners may result in immediate disciplinary action (lunch detention or **after-school detention**).
- When a student requires a loaner Chromebook three times in a quarter, this may result in a referral and a call home.
- If a loaner is not turned in by the end of school, the school site tech specialist will submit a report to the assistant principal's office and the student has until the following morning to return the loaner. **If the loaner is not returned by the end of that day the result will be a disciplinary action.**

b. Chromebooks under repair

- Loaner Chromebooks may be issued to students when they leave the school-issued Chromebook for repair in the school site tech office. **Student must receive permission from school site tech or Chromebook Coordinator before they take the loaner home.**
- A student borrowing a loaner will be responsible for any damage to or loss of the loaned device.
- The school site tech will contact students when their devices are repaired and available for picked up.

c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebooks at home every evening **and bring their chargers with them everyday.**
- There will be a limited number of unsupervised charging stations available at school for students on a first-come first-served basis. It is the student's responsibility to monitor his/her Chromebook while it is charging.

d. Backgrounds, **Avatars and Themes**

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

e. 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.

f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available.
- 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/>.

g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only UUSD students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.
- **Sharing account information may result in disciplinary action.**
- Students should not change their passwords during their time at Pomolita.

5. Using the Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school for educational purpose. The Chromebooks are for student use only; they must not be loaned to friends - [loaning a Chromebook to another student or friend may result in disciplinary action](#). 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 Ukiah USD Use of Technology Policy, Administrative Procedures, acceptable use agreement, and all other guidelines in this document wherever they use their Chromebooks.

6. Operating Systems and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the district.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. 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.

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 or the media center staff to request the site be unblocked. In no event may the user of a Chromebook use the device to access material contrary to the District’s acceptable use policy.

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 education-related appropriate 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.

9. Chromebook Identification

a. Records

- The District 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.

b. Users

- Each student will be assigned the same Chromebook for the duration of his/her time at his/her current school. Take good care of it!

10. Repairing/Replacing the Chromebook

a. Chromebook repair

- If your Chromebook is not working during the school day notify your teacher and take it to the school site tech office for repair [and borrow a loaner](#).
- If your Chromebook is not working before school starts, take it to the school site tech office for repair and borrow a loaner.
- If family purchased insurance, go online to www.gocare.com.ezclaims/ and file a claim. Report claim to the school and student will be issued a loaner until the Chromebook has been repaired and returned.
- The school site tech will evaluate the Chromebook and determine if payment is required for any damage.
- A letter detailing the damage and cost of repair will be mailed to the parent or guardian.
- A payment plan can be set up if need be.
- Cash or cashiers check are preferred methods of payment
- Parents or guardians will bring payment into the office.

b. Vendor Warranty

- Chromebooks include a one-year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship
- The limited warranty covers normal use, mechanical breakdown, and faulty construction.
- The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the school site tech office.

c. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Complete Replacement of the device \$310.00
- Screen \$45.25
- Keyboard/touchpad \$52.00
- Hinge: \$15.00
- Missing keys \$20.00
- Power cord \$17.00
- Case cost \$20.00

d. Optional Insurance (subject to change)

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

- The District has contracted with a third party insurance agency to provide optional coverage. You can get a quote here <http://www.gocare.como/Ukiah> or from your insurance agent. (The cost is \$40 a year and comes with a \$25 deductible).

11. No Expectation of Privacy

Students who use this device 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 District-issued Chromebook, students agree to such access, monitoring, and recording of their use. [Inappropriate use of a Chromebook will result in disciplinary action.](#)

12. Appropriate Use and Digital Citizenship

District-issued Chromebooks are provided for educational purposes only, and students agree to adhere to the Ukiah USD Acceptable Use Policy for District Computer Systems and Parent Appropriate Use Policy at all times.

Pomolita Site:

If anything happens with your student's Chromebook, please contact Mrs. Thomas-Swett in the office immediately.

cthomas@uusd.net or (707) 472-5350

Please sign and return this page to the office.

We have carefully read, agreed to, and signed this Agreement and the UUSD Acceptable Use Policy for District Computer Systems Student and Parent Appropriate Use Policy. The acceptable use agreement applies to the use of any UUSD devices used on and off a UUSD campus. Safeguards/filters against inappropriate websites are not preloaded on the device, however, per the Use Policy, all Chromebooks must be used appropriately. Students and parents will be liable for the cost of replacement or repair for damaged or lost equipment that is checked out to the student, including Chromebooks.

As a Pomolita student, I will follow the Chromebook Code:

- Maintain good digital citizenship.
- Bring my Chromebook charged with my charger everyday.
- Be in the apps/webpages approved by the teacher.
- Keep food/liquids off the desk, keep the keyboard clear of objects
- Protect my Chromebook with my cases.
- Use headphones when listening to sound files.

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent / Guardian Name (Print): _____

Parent / Guardian Signature: _____ Date: _____

Optional:

Please sign next to the option if you want your student's account limited.

I would like to BLOCK access to Social Media (Facebook, Twitter, Snapchat, Instagram, & YouTube) on my student's Chromebook account.

Parent signature: _____

I would like to BLOCK ALL access except school related apps that teachers will use in class.

Parent signature: _____