

## Chromebook Use Agreement

Every student and parent/guardian that is receiving a Google Chromebook must read and agree to the Radford City School District Acceptable Use Policy, and Chromebook Use Agreement before any student is allowed to use the computers in the district. In addition, the following are rules and guidelines that both the student and parent/guardian must agree to before the Chromebook is issued to a student participating in the one-to-one program:

All data, email, accounts, etc. on the Chromebook is considered the property of the Radford City Public School District. **The Chromebook and its data can be searched at any time.** It is the student's responsibility to archive any data on his/her own personal removable media, or share a Google Doc to a personal (non-RCPS.K12.VA.US) account.

Electronic documents, network usage and all stored files **shall not be considered confidential and may be monitored** at any time by designated district personnel to ensure appropriate use and safety of the student. The District complies fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws.

### Google Education Domain

As part of Google Apps for Education (GAFE) all students have their own online drive that is accessible through the student's personal logon. This drive is a safe and secure place for students to save their work. Should the Chromebook experience problems and be out for repair, the students will be able to access their files in Google Apps for Education using a computer.

Students are encouraged to save all important work to their GAFE drive on a regular basis. Students should not loan their Chromebook to any other student, nor should they borrow a Chromebook from another student. In no circumstance should a student allow another student to log into his/her network drive, nor should any student share his/her login (usernames and passwords) with any other student.

The safe and responsible use of the Internet is of utmost importance to the district. Using a school issued Chromebook students are protected from potentially dangerous and inappropriate content through the RCPS Internet content filter.

### Preparedness for School

- Students will bring their Chromebook to school each day.
- Students will come to school each morning with the battery fully charged. It is advised that the student carry the Chromebook charger, in the event charging is needed.

### General Usage of Chromebook and Installed Devices

- Use of the Chromebook at school is for academic purposes only. Students will not use Chromebooks for game playing, instant messaging, chat rooms or online forums unless part of a school project and with teacher consent.
- Students will not use the Chromebook webcam to photograph any other student or teacher unless for academic purposes, and only with the other person's consent.
- Students will not use the Chromebook microphone to record any other student or teacher unless for academic purposes, and only with the other person's consent.

### **No Loaning or Borrowing Chromebooks**

- Students must not loan Chromebooks to other students.
- Students must not borrow Chromebooks from other students.
- Students must not share usernames and passwords with others.

### **Damage and Loss**

- Students will immediately report any malfunctions, damage or loss of the Chromebook to a classroom teacher or administrative staff member at school.
- In the case of theft, vandalism and other criminal acts, a police report must be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent and a copy of the police report be brought to the school. The parent/student will be responsible for the replacement of the Chromebook, which is currently \$299.
- The student and guardian may be held responsible for the Fair Market Value of the Chromebook if it is deliberately damaged.
- The student and guardian may be held responsible for the reasonable cost of repair for damages to the Chromebook which is not covered by the warranty if found to be deliberate; i.e., broken/cracked LCD screen caused by dropping the Chromebook, a keyboard repair caused by deliberately removed keys, etc.

### **Inappropriate Content**

- Inappropriate content is not allowed on Chromebooks,.
- Pictures of weapons, pornographic materials, inappropriate language, alcohol, drug and gang related symbols or pictures, and/or desktop backgrounds will result in disciplinary actions.

### **Care and Maintenance of Chromebooks**

- Never lift or carry the Chromebooks by the screen or display.
- Students will keep their Chromebooks clean with no attached stickers or other items that might deface or damage the Chromebook's finish, screen or other components.
- Do not put pressure on the top of a Chromebook when it is closed.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils)
- Exposure to food and beverages can have damaging effects on the workings of a Chromebook. The student will be responsible for damage due to neglect of this rule.

### **Installing Programs/Deleting Files/Downloading & Streaming**

- Students will not attempt to install or download software not approved for District use.
- Students may not delete, move or rename any folders or files that they did not create or that they do not recognize.
- Students will not download streaming video, music or participate in any task which would require excessive amounts of bandwidth while connected to the school network, unless the task is teacher sanctioned.
- Students will not reset the configuration of the Chromebook.

### **Transporting and Storage of Chromebooks**

- Between classes, Chromebook lids must be closed and Chromebook must either be shut down or in hibernation mode.
- Students will store their Chromebooks in a secure location (lockers or supervised classroom) when not using them.

### **Sound**

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes.

### **Music, Games and Other Programs**

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.
- All software loaded on the Chromebook must be installed by district personnel and/or be district approved.

**Return**

- The Google Chromebook must be returned before the end of the current school term or withdrawal from a RCPS school.
- The Chromebook must be returned undamaged and fully functional.
- The associated power adapter must also be returned with the same model chromebook as issued.

Students agree that violation of the Acceptable Use Policy; Student Code of Conduct Agreement; and the Chromebook Use Agreement may result in disciplinary action, the revoking of Chromebook and network privileges and appropriate legal action.

**Terms:** You will adhere to the Student Computer Acceptable Use Policy; Internet and Email Use Agreement Guidelines and Procedures before taking possession of the property and will comply at all times with these agreements. Any failure to comply may terminate your rights of possession effective immediately and the District may repossess the property. By signing this agreement you also agree to allow your child permission to use Google Apps for Education.

**Title:** Legal title to the property is to Radford City Schools. Your right of possession and use is limited to and conditional upon your full and complete compliance with the Student Computer Acceptable Use Policy; Personally Owned Computing/Network Device Use Policy; Internet and Email Use Agreement Guidelines and Procedures; Student Code of Conduct Agreement; and the Student/Parent Chromebook Use Agreement.

**Chromebook Technology Fee:**

Each Student family enrolled in grades 9-12 shall submit a nonrefundable usage fee of \$25 for the Chromebooks. Failure of payment will result in the non-issuance of a Chromebook. In the event that multiple Chromebooks are in the possession of a single family household, the fee shall remain \$25. If necessary a payment plan can be established, but issuance of the Chromebook will be delayed until all funds have been acquired.

**Loss or Damage:** If the property is damaged, lost or stolen, you will report the incident to the school immediately or by the next school day if the incident occurs out of school. Normal wear and tear is expected, but if you demonstrate negligence you may be held responsible for the costs associated with the damage. In the case of theft, vandalism and other criminal acts, the school must be notified and a police report must be filed by the student or parent within 48 hours of the occurrence. Incidents happening off campus must be reported to the police by the parent/guardian and a copy of the police report be brought to the school. We will then note the loss of the hardware and you will not be penalized.

**Repossession:** If you do not comply fully with all terms of the Student Computer Acceptable Use Policy; Personally Owned Computing/Network Device Use Policy; Internet and Email Use Agreement Guidelines and Procedures; Student Code of Conduct Agreement; and the Student/Parent Chromebook Use Agreement, RCPS shall be entitled to declare you in violation and can take possession of the property.

**Return:** The student will return all Chromebook and all materials (i.e. power charger) at the end of the school year. The issuing container (the box) is not needed

**Term of Agreement:** Your right to use and possess the property terminates no later than the last day of the school year unless terminated earlier by the District or by your withdrawal from the District. Failure to do so may result in a charge of theft with the local law enforcement.

**Appropriation:** Your failure to return the property on time and the continued use of it for non-school purposes without the RCPS's consent may be considered unlawful appropriation of school property.