

Chromebook Student User Agreement

Rules and Appropriate Usage:

Union Academy Charter School ("School") encourages the use of 1:1 (one to one) devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of the School. The distribution of a Chromebook to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

Before a Chromebook is issued for use at home, students and parents or guardians must sign an Acceptable Use Policy and Student User Agreement and Parent Permission Form.

A Chromebook is a personal computer running the Google Chrome OS (Operating System). Although this device has some offline capabilities, it is designed to be used while connected to the Internet. Rather than use traditional software that resides on the device itself, Chromebooks use web applications and cloud storage to create a unique user experience. The web applications allow the device to quickly boot upon system startup. In addition to using cloud-storage, Chromebooks have an internal hard drive to which documents can also be saved to. USB peripheral devices such as a wireless mouse or a flash drive also work with the Chromebook; however, students will not be able to install software or run executable files.

Students must abide by the following rules and behavioral expectations both at home and within the school, all of which are considered a part of the School's Student Conduct Code, with violations subject to possible student discipline:

Use of Equipment (Hardware and Software):

- Students must have an Acceptable Use Policy and Chromebook permission slip signed by a parent/guardian on file with Union Academy in order to use the Chromebook at home and to use the Internet.
- The Chromebook is to be used for educational purposes only.
- Students may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.
- All Chromebook uses will be governed by the School's existing Acceptable Use policies, to the extent permitted by law. (These policies are available on the Union Academy Technology webpage.)
- If a student's Chromebook is lost or stolen, the **student and/or parent/guardian is responsible for the replacement cost of the device.** A police report can be submitted to the school, but it does not waive the fee to replace the device.

The Network:

- Chat lines, bulletin boards, forums, etc. **may not** be accessed by students without prior consent from a teacher or person monitoring the Internet use.
- Engaging in online activities that are inappropriate will result in automatic termination of the student's network/Internet privileges in accordance with the Parent/Student handbook. Appropriate and inappropriate uses are determined according to this agreement and the School's Acceptable Use Policy in its Student Conduct Code.
- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences per the Parent/Student Handbook.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.

Privacy:

By signing the Acceptable Use Policy and this User Agreement and Parent Permission Form, students and parents or guardians acknowledge the following Student obligations:

- **Student must submit their Chromebook to school authorities upon request.** Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- **Accept monitoring of student usage of the Chromebooks at any time, when requested by School personnel (teachers or administration).** Students and parents need to be aware that files created using the Chromebook or stored on school servers, may be subject to School monitoring and review.
- **Charge their Chromebook overnight each night to ensure that they are fully charged for classes the next day.** Just as students are expected to be prepared for class by having all required materials, students will fully charge their Chromebook for the start of each day.
- **Protect the Chromebook from damage and theft.** Required precautions include the use of the protective case when transporting the Chromebook to and from classes and to and from school. If the Chromebook is lost or stolen when outside of school grounds, it should be reported promptly to the police and the School. Parents or guardians are financially responsible for any missing or damaged Chromebook.
- **Leave their Chromebooks at school over the summer or at other times designated by the School, for regular maintenance.**

Username/Password:

Parents/Guardians are encouraged to obtain their child's username and password in order to monitor the student's computer usage at home. If parents have any difficulties obtaining this password, they should contact the Technology Department for assistance. When the Chromebook is taken home by the student, it is highly recommended that it always be used in a common family location so that adult supervision can be maintained at all times.

Damage/Misuse Fees:

If a student's assigned device requires repair, the student/parent may be responsible for the cost of repair. Union Academy reserves the right to charge the fees below based on inspection and repair of a device:

- Replacement device (lost, stolen, or "total loss"): \$250 for grades 8 – 11, \$350 for grade 12
- Replacement charger: \$45
- Replacement screen: \$45 - \$75
- Cleaning/sticker removal: \$25
- Hardware repair or damage: \$10 up to cost of a new device

NOTE: All device repairs must be completed by the Union Academy I.T. Department. Students and/or parents are NOT to attempt any repair themselves or via any third party.

Return:

Student Chromebooks and accessories (charger, protective case and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at the School for as long as that Chromebook is retained.

Any student who transfers out of the School must promptly return his or her Chromebook and accessories. If s/he fails to do so, his or her parent/guardian will be held responsible for payment in full. Failure to make required payments may be subject to collection procedures and reporting.

Student Expectations:

As a learner:

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery to full capacity before each day of school.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble or modify any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook only for School-related purposes.
- **I will not place decorations (stickers, markers, writing, etc.) on Chromebook.**
- I understand that the Chromebook I am issued is owned by the School and may be subject to School inspection at any time without notice.
- I will follow the policies outlined in the Student User Agreement while at school as well as outside the school day and understand that such use is also covered by the School's Student Conduct Code.
- In case of theft or damage caused by fire or other means, I will promptly report such theft or damage to the School; in the case of theft, I will promptly file a police report.
- I will be responsible for all damage or loss caused by my neglect or abuse.
- I agree to pay the full repair or replacement cost of my Chromebook, protective case, power cord/charger, in the event that any of these items are lost or damaged as a result of my negligence or other improper care or use.
- I agree to return my Chromebook, protective case, power cord/charger in good working condition at the end of each school year and at other times as requested by the School.
- **I will NOT install or download software not approved by administration or teachers.**

Consequences for Violation of Chromebook Rules:

By signing the User Agreement, you acknowledge the student expectations and understand the consequences for violations.

Consequences for Breaches of the Acceptable Use Agreements:

If a student breaches any part of the Acceptable Use Policy and/or Chromebook Student User Agreement, disciplinary consequences will result, consistent with the policies in the Parent/Student Handbook.