

Northern Cass Chromebook User Contract - 2018-19 School Year

Section One: Letter to the Parents and Students

To The Student in Grades 6-12

Your Chromebook is to be used for educational purposes, innovation and creativity. Responsible use of your Chromebook is expected. You are also expected to fully participate with your Chromebook in all classroom activities as directed by your teachers. Finally, we hope you enjoy your Chromebook and use it to its fullest potential.

To The Parent

With a significant investment in education technology and infrastructure, your student will be exposed and trained to utilize technology as a tool and resource in order to enhance their learning. We encourage your student to be innovative with the Chromebook. The device can be used for a multitude of applications. We encourage you to support your student in learning to use new technology, ask them questions and have them teach you what they are learning.

Equipment

Northern Cass School District (NCSD) retains sole right of possession of the Chromebook and related equipment. The Chromebook will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the Chromebook at any time and to alter, add or delete installed software or hardware. Usage is a privilege.

Expectations

1. Students must abide by all school rules as outlined in the Chromebook Contract and the Chromebook Acceptable Use Policy.
2. Students agree to participate in all class activities and assignments as directed by their teachers.
3. Students and parents agree to be responsible for proper care of the Chromebook, that any damage or loss may result in financial liability in replacing the device (up to \$100 insurance deductible).
4. Students and Parents agree that any inappropriate use of the Chromebook will result in school discipline that may include the loss of Chromebook use and school suspension according to the contract and user policy. Inappropriate use includes but is not limited to the following:
 - a. Visiting inappropriate websites.
 - b. Sending inappropriate email.
 - c. Possessing inappropriate pictures and/or media files.
 - d. Cheating.
 - e. Installing unapproved programs.
5. Students and parents agree that all content to be installed on the Chromebook (including music and media files) must be educationally appropriate. The Chromebook is owned by the Northern Cass School District. We reserve the right to remove inappropriate apps, music, and media.
6. Parents agree to monitor student use of the device while on their home network using the Chromebook.
7. Students and parents agree that only the student may use the Chromebook. Siblings and friends should not have use of the Chromebook.
8. Students and parents acknowledge that Northern Cass may search school issued Chromebooks at any time to verify contents.
9. Students leaving Northern Cass must return the Chromebook to the school immediately or will be charged full cost of Chromebook and accessories.

Stated below is important information regarding the use of a school-issued Chromebook:

Section Two: Restrictions

CHROMEBOOK CONDUCT

The Northern Cass School District's technology equipment shall be used for educational purposes consistent with the district's mission and goals. We do expect the use of our Chromebooks to follow the Northern Cass Student Code of Conduct and abide to the Northern Cass Initiative Acceptable Use Policy provided to all students and parents.

As students of Northern Cass Public School, we should be:

- 1. Respectful**
- 2. Responsible**
- 3. Safe**

Prohibited uses of the Chromebook include, but are not limited to:

1. Users are not permitted to use the network for non-academic activities such as network games, music, social networking, or transmission of large audio/video files or serving as a host for such activities.
2. Students are never to access other students' accounts or allow other students to use their account.
3. Students must log onto the school's network when in school.
4. The Internet is to be used for research and as a means of obtaining needed information. Accessing pornographic materials, vulgarity, gambling, militant/extremist material is prohibited.
5. YouTube is accessible for educational purposes. It should not be used for entertainment purposes.
6. Social networking applications and sites are prohibited during school hours.
7. Sound must be turned off except when it is being used as part of a class.
8. Headphones are prohibited except when it is being used as part of a class.

Below are the Consequences for Inappropriate Chromebook Usage

OFFENSES

Inappropriate Social Networking, Explicit Music/Lyrics, Playing/Downloading Games, Downloaded Programs/Software, Use of Proxy Server, Peer-to-Peer Software, Accessing Someone Else's Account

CONSEQUENCES

- 1st offense – Loss of device for 5 school days
- 2nd offense – Loss of device for 20 school days
- 3rd offense – Loss of device for remainder of the school year

OFFENSE

Inappropriate Pictures/Videos

CONSEQUENCE

- 1st offense – 3 days ISS and loss of device for 10 days
- 2nd offense – 5 days ISS and loss of device for remainder of the school year

Proper care: of school-issued devices are necessary to allow for the maximum life of the device. The procedures listed below should be followed:

1. Chromebooks are not permitted at the lunch tables during lunchtime.
2. Chromebooks are never to be left unattended. If a device is found unattended, it will be brought to the office. The following consequences will be applied for students who leave their device unattended:
 - a. 1st time – Warning
 - b. 2nd time – Loss of device for 2 school days
 - c. 3rd time – Loss of device for 10 school days
 - d. 4th time – Loss of device for remainder of the school year
3. Chromebooks may never be kept in a student’s vehicle before, during, or after school hours.
4. Students are not allowed to have Chromebooks in an unlocked locker room during sporting events.
5. Students may keep devices in coaches’ offices.
6. Chromebooks should be transported throughout the building in a safe and protective manner.
7. Any damage to a Chromebook during the school day should be reported to the Help Desk immediately or will be considered negligent.

STUDENTS WILL BE RESPONSIBLE FOR A \$100 INSURANCE DEDUCTIBLE IF PHYSICAL DAMAGE IS CAUSED BY NEGLIGENT CARE BY THE STUDENT.

Parent and Student Responsibility

1. Parents are responsible for the full repair cost of Chromebooks damaged intentionally by their child.
2. Each parent is required to pay a \$50 user fee.
 - Fee is a self-insured plan for Chromebooks that malfunction.
 - Payments of \$10 per month will be an option
 - Parents and students who refuse to pay the fee won’t be issued a Chromebook.
 - A fee waiver is granted for students who qualify for free and reduced lunches.

Section Three: Repair procedures

- Implement a Help Desk – managed by Staff and Students
- If the Chromebook cannot be fixed they will be given a spare and sent back to class.

Section Four: Signing of the Chromebook Contract Agreement

A payment plan must be completed and returned to the superintendent’s office by September 3rd with first payment. Failure to provide payment by this date will result in loss of device until payment plan is established.

Chromebook User Contract – 2018-2019

STUDENTS WILL BE RESPONSIBLE FOR \$100 INSURANCE DEDUCTIBLE IF PHYSICAL DAMAGE IS CAUSED BY NEGLIGENT CARE BY STUDENT.

I have read and understood the above *Chromebook Contract Agreement and Initiative Acceptable Use Policy (AUP) Policy*. I understand that this Chromebook is an educational tool to be used to enhance the learning process in all subject areas. **My signature below signifies that I will abide by the established protocols and have kept the original 2018-2019 Chromebook Contract Agreement for my reference.**

Student Name: _____
(Please print)

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Form must be dropped off at the Office w/ payment in full/partial payment by Sept. 3rd, 2018.

Students Name _____ Grade _____

Parent/Guardian Name _____

_____ \$50.00 Payment in Full

_____ \$10.00 Payment due on Sept. 3rd, Oct. 8th, Nov. 5th, Dec. 3rd, Jan. 7th