



## **Chromebook Agreement**

Students in Grades 1 through 6 at Garland Christian Adventist School will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

**Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the TECHNOLOGY can result in limited or banned computer use, disciplinary consequences, removal from school, receiving a failing grade, and/or legal action.**

Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

### **OWNERSHIP of the CHROMEBOOK:**

Garland Christian Adventist School retains sole right of possession of the Chromebook. The Chromebooks are LOANED to the students for educational purposes for the academic year. Moreover, GCAS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add, delete installed software or hardware.

### **RESPONSIBILITY for the CHROMEBOOK:**

1. Students are solely responsible for the Chromebooks issued to them.
2. The student:
  - a. must comply with the Chromebook Agreement, GCAS Acceptable Use Policy, and all policies of the school when using their Chromebooks.
  - b. must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. Note: A fully charged Chromebook should last 6.5 hours charged.
  - c. must treat their device with care and never leave it in an unsecured location.
  - d. must keep their device in a protective case when traveling.
  - e. must promptly report any problems with their Chromebook to the teacher and technical support.

- f. may NOT remove or interfere with the serial number and other identification.
- g. may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- h. may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- i. must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

### **RESPONSIBILITY for ELECTRONIC DATA:**

The students are solely responsible for any apps or extensions on their Chromebook that are not installed by a member of the school staff. Students are responsible for backing up their data to protect it from loss. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **COPYRIGHT AND FILE SHARING:**

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

### **SPARE EQUIPMENT and LENDING:**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not OPT to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

### **WARRANTY and INSURANCE:**

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the

student being charged the full \$400.00 replacement cost to purchase a new device. Optional insurance through a third party provider will be available for students and their families to purchase.

### **REPLACEMENT/REPAIR COSTS:**

#### 1. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- a. Replacement - \$300.00
- b. Screen - \$90.00
- c. Keyboard/touchpad - \$52.00
- d. Case- \$25

### **DIGITAL CITIZENSHIP:**

#### 1. Students must follow the six conditions of being a good digital citizen:

- a) RESPECT YOURSELF. I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are degrading, pornographic, racist, or inappropriate.
- b) PROTECT YOURSELF. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- c) RESPECT OTHERS. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not abuse my rights of access and I will not bother other people's private spaces or areas.
- d) PROTECT OTHERS. I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.
- e) RESPECT INTELLECTUAL PROPERTY. I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc.

I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

- f) PROTECT INTELLECTUAL PROPERTY. I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license, and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

### **Consequences for Violations of the Student Chromebook & Acceptable Use Policy:**

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:
  - a. Restitution (money paid in compensation for theft, loss, or damage)
  - b. Student/Parent Conference
  - c. Removal of Unauthorized Files and Folders
  - d. Restriction of The Internet Privileges\*
  - e. Restriction of School-Issued Chromebook Use Privileges\*\*
  - f. Suspension
  - g. Court Referral/Criminal Charges
  - h. Alternative School Placement
  - i. Expulsion
2. If a violation of the Student Chromebook & Internet Acceptable Use violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed.

\*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access Internet while at school and under teacher supervision.

\*\*If a student's School-Issued Chromebook privileges are restricted, this means that for the period of the restriction, the student may only use his/her Chromebook while at school and under teacher supervision.

**General Rules:**

If there is a repeated occurrence of a Chromebook not being usable for the school day, i.e. not being charged, then the administration reserves the right to make the student a day user for a length of time to be determined by the administration.

The following rubric is not meant to be all encompassing but to serve as a guideline for determining appropriate disciplinary action when a violation of a technology rule occurs.

<b>Level I Offenses</b>	<b>Level II Offenses</b>
<p>Level I offenses are less serious and begin with a student and/or parent conference. However, depending on the frequency, a Level I violation may merit a more severe disciplinary action such as the ones set forth above.</p>	<p>Level II offenses are more serious and begin with a required conference, the restriction of the Internet and/or District-owned Chromebook privileges, and an in-school alternative placement. However, depending on the seriousness and frequency of the violation, a Level II offense may merit a more serious disciplinary action such as the ones set forth above.</p>
<p><b>Examples of Level I Offenses:</b></p> <ol style="list-style-type: none"><li>1. Sharing passwords</li><li>2. Plagiarism</li><li>3. Bypassing school security controls</li><li>4. Defacing computers (e.g., stickers, marker)</li><li>5. Removing school labels or tags</li><li>6. Repeated failure to charge battery</li><li>7. Clearing web browser history</li><li>8. Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music)</li><li>9. Commercial or Political use</li><li>10. Accessing chat rooms, bulletin boards, or blogs without teacher/ /administration permission</li><li>11. Failure to Follow Teacher directives</li><li>12. Failure to be Polite and Courteous</li></ol>	<p><b>Examples of Level II Offenses:</b></p> <ol style="list-style-type: none"><li>1. Downloading, posting, or distributing materials that:<ol style="list-style-type: none"><li>a. Are harmful or prejudicial to others (e.g., defamatory or libelous)</li><li>b. Are pornographic, obscene, or sexually explicit, or profane (e.g., music)</li><li>c. Are Illegal (e.g., copyrighted materials)</li><li>d. Reference to weapons, alcohol, guns, drugs or gangs</li><li>e. Constitutes gambling</li><li>f. Are restricted</li></ol></li><li>2. Engaging in online activity that threatens, intimidates, bullies, harasses, discriminates, or defames</li><li>3. Intentionally destroying hardware or software</li><li>4. Engaging in theft</li><li>5. Engaging in any illegal activity</li><li>6. Harming or destroying another</li></ol>

	<p>user's data</p> <p>7. Creating or sharing a computer Disrupting the network or the educational process</p>
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**CHROMEBOOK AGREEMENT / SIGNATURE FORM**

By signing below, the student and their parent/guardian agree to follow, understand, and accept:

1. Acceptable Use Policy
2. Chromebook Agreement
3. Website and Social Media Guidelines (Below)
4. That the Chromebook, software, and issued peripherals are owned by the school
5. If the student ceases to be enrolled, the student agrees to return the Chromebook in good working order or pay the full \$400.00 replacement cost. In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items is not returned, the student/parent agrees to pay \$32 for the charger and \$25 for the case.
6. In no event shall GCAS be held liable to any claim of damage, negligence, or breach of duty.

**WEBSITE and SOCIAL MEDIA Guidelines:**

THINK before you act because your virtual actions are real and permanent!

Guideline	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and		

not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not SHARE your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit some else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

PRINT STUDENT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT PARENT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_