

**Meadowdale Middle School Chromebook Policy Agreement**  
**2019-2020**

First Name of Student : \_\_\_\_\_.

Last Name of Student : \_\_\_\_\_.

Grade of Student 2019-2020 School Year : Please circle one  
7th or 8th

First Name of Parent/Guardian

\_\_\_\_\_

Last Name of Parent/Guardian

\_\_\_\_\_

Email of Parent/Guardian:

\_\_\_\_\_

Phone Number of Parent/Guardian:

\_\_\_\_\_

## **CHROMEBOOK DAMAGE/LOSS INFORMATION**

### **PLEASE READ THE SECTION ABOUT OUR DAMAGE/LOSS PROGRAM CAREFULLY**

To determine whether you wish to provide you and your student protection against damage and or loss of the loaner Chromebook in your care, please read below carefully. Participation in this program is VOLUNTARY.

Payment Selection: Payments are not due until **November 29, 2019**

The standard payment to enroll in the Chromebook Damage/Loss Program is \$25.00 per year. This amount is reduced for students on free/reduced lunch. Payment can be made online or in-person at MMS Front office.

- Standard payment of \$25.00 per year. No refunds will be given.
- If your student is currently eligible for free/reduced lunch benefits - \$10.00 per year. No refunds will be given.

**New Student Enrollment During 2nd Semester:**

- Standard payment of \$15.00 for remainder of the school year. No refunds will be given
- If your student is currently eligible for free/reduced lunch benefits - \$5.00 for remainder of the school year. No refunds will be given.

If you decline to participate in the Chromebook Damage/Loss Program, you understand that you are responsible for 100% of any Damage or Loss to loaned equipment.

Total replacement cost for the equipment is \$305.00. Component costs are as follows:

- Chromebook \$ 305.00
- Screen \$ 70.00-175.00\*
- Keyboard/Touchpad \$ 125.00
- Power cord \$ 25.00
- Hinges \$ 45.00
- ESD Logo Case \$ 25.00

\*Price varies depending on model of assigned Chromebook. This is not an exhaustive list of potential costs for hardware replacement. If there is any damage or loss to the above items, fees will be charged to student's permanent fine account.

### **PLEASE CHECK ALL BOXES IN ACKNOWLEDGEMENT SECTION**

- I acknowledge that I have read the above information regarding the Damage/Loss Program
- I am aware of the potential costs if I choose to opt-out of the Damage/Loss Program
- [OPTIONAL] We would like Damage/Loss Coverage but need financial assistance- All information remains confidential -Your student's counselor will contact you with further details
- Link will be live in August 2019- (note: there is a nominal fee to pay online) you can also pay in person at MMS front office during normal business hours  
<https://wa-edmonds.intouchrecepting.com/>

# **STUDENT EXPECTATIONS & CHROMEBOOK CARE**

## **Parent/Guardians Please go over these expectations with your student(s)**

- Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebook to all classes unless specifically advised not to do so by their teacher.
- If a student does not bring his/her Chromebook to school, **a loaner will not be issued** and the student might not be able to participate in or complete their classrooms assignments.
- Students must charge their Chromebook at home every evening. They must be brought to school each day with a full charge. **No loaner chargers will be issued.**
- Students may alter the desktop background of their Chromebook with school-appropriate media.
- Students will log into their Chromebooks using their school issued Google Account. All other personal Google profiles added will be removed.
- Students should never share their account passwords with others, except for their parents/guardians.
- No other family members are allowed to use your assigned Chromebook, **NO Exceptions.**
- Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet.
- Students are bound by the Edmonds School District Administrative Procedure 7396 R-1 Electronic Information Systems (Network) Acceptable Use Procedures and Guidelines. See ESD website for full document.
- Students should not alter the Operating systems or other applications installed. Students are not permitted to download other software applications without prior consent and doing so could result in disciplinary action.
- The majority of student work will be stored in Internet/cloud based applications (Google Drive, Google Classroom, Canvas, etc.) and can be accessed from any computer with an Internet connection and most mobile Internet devices. Some files may be stored on the Chromebooks hard drive. The school district will not be responsible for the loss of any student work.
- Students do not need to manually update their Chromebooks. However, students should reboot once a month to ensure updates take effect.
- There is no need for additional virus protection, as this is built into Chrome Operating System. Students are allowed to install Chrome web apps from the Chrome Web Store that have been approved by the school district.
- A Full version of this document and sections contained on this form can be found at the Meadowdale Middle School Website and the acceptable use policy can be found at the ESD website.

### **PLEASE CHECK ALL BOXES IN ACKNOWLEDGEMENT SECTION**

- I acknowledge that I have read the above information regarding students usage of the Chromebook
- I will have a conversation with my student about following the proper policies outlined above
- I acknowledge that my student could incur disciplinary action(s) based on the severity of the infraction

## **TAKING CARE OF YOUR ASSIGNED CHROMEBOOK**

**Parent/Guardian, Carefully read the following regarding the care of the Chromebook:**

- Students are responsible for the general care of the Chromebook they have issued by the Edmonds School District.
- Chromebooks that are broken or fail to operate properly must be taken to the Tech Support Area which is located in the MMS Library.
- Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance, this includes friends and or family who are tech savvy.
- No food or drink should be next to Chromebooks.
- Chromebooks must remain free of any writing, drawings, stickers, paint, and labels that are not applied by Tech Staff.
- A \$5.00 fine will be placed on your student's account for any labels that are removed ( District Asset Tags and Name Labels). If the label(s) are coming off due to wear and tear, please come down to the CB office to get a replacement at no cost.
- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.
- Loaner Chromebook are issued to students when their assigned Chromebook is in repair with the Para Tech.
- A student borrowing a Chromebook will be liable and responsible for any/all damage to or the loss of the loaned device.
- At the end of the school year, students will turn in their Chromebooks. If a student transfers out of or withdrawal from school, he/she must turn in their Chromebook in good working condition. Damages and loss will be checked against the school year usage and may incur fines.
- Failure to turn in your assigned Chromebook in good working condition may result in the student being charged the full replacement cost. The District may also file a report or stolen property with the local law enforcement agency.
- This is not an exhaustive list

### **PLEASE CHECK ALL BOXES IN ACKNOWLEDGEMENT SECTION**

- I acknowledge that I have read the above information regarding the care of the loaned Chromebook
- I will have a conversation with my student about following the proper care outlined above
- I acknowledge that my student could incur fines if there are damages/loss to the Chromebook and DLP was not elected or neglect was found in the assessment of the assigned damaged Chromebook

## **SECURLY- FREE ONLINE MONITORING SERVICE**

Free online tool to monitor your students online presence. ESD does not provide technical support for this service. Please contact SECURLY directly. More information can be found on the MMS School website under the Chromebooks navigation tab: WI-FI Safety at school or ESD Website. Click on Link for instructions on how to access this optional external service: <https://docs.google.com/document/d/1hNGTJKkbg19XXULRkyzIUEn6WdJJ1B08HBW9e8a8bEg/edit?usp=sharing>

**Please take this page with you as a reference for signing up for the provided service.**

## **ACCEPTABLE USE POLICY (NOT AN EXHAUSTIVE LIST SEE ESD/MMS WEBSITE FOR MORE DETAILS)**

### **Parent/Guardians Please advise your student of the following Policies:**

- Students should have **no expectation of confidentiality or privacy** with respect to any usage of a District Chromebook or District Google Apps for Education account, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.
- The school district may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason. By using a District Chromebook, students agree to such access, monitoring, and recording of their use.
- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student-issued Chromebooks while on school property. Chromebook cameras will not be remotely viewed by district staff. Parents who have students that attend Meadowdale Middle School should expect that the technology support staff is **constantly monitoring student activity** during school hours by use of software to ensure that students are using their Chromebooks in a safe and appropriate manner.
- District Chromebooks should be **used for educational purposes only**. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens.
- The following topics are to not be searched for, or accessed in any manner by use of your student's District assigned Chromebook, unless it is approved content by school administrators and or staff.**
  - Illegal drugs and or prescription drugs of any nature.
  - Violence related material/content and or cyberbullying.
  - Sex related material/content, as well as content of a sexual nature.
  - Computer Related material/content: Proxy, bypassing network filters, hacking, chat rooms, social media, downloading viruses or other types of malware, chain emails.
  - Self Harm related materials/content found on a students Chromebook will be sent to counseling for immediate attention.
  - The above topics will be monitored for on a daily basis and will constitute counseling, digital citizenship & Netiquette education as well as the potential for progressive discipline as deemed by Administrators and Staff.
- Respect Yourself, Protect Yourself, Respect Others, Protect Others, Respect Intellectual Property, Protect Intellectual Property**

**The above items can be found at the Meadowdale Middle School website and ESD website for further detailed information**

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**PLEASE MAKE SURE YOUR CONTACT INFORMATION IS UP TO DATE IN OUR SYSTEM, AS WE WILL MAKE EVERY ATTEMPT TO CONTACT A PARENT OR GUARDIAN VIA DIFFERENT METHODS ( EMAIL, PHONE, LETTERS HOME)**

