

Hinsdale District 86 Chromebook Agreement

In an effort to permit consistent access to the learning environment outside of school, students across the district will be issued Google Chromebooks for use in school and at home. This document serves as an agreement between the District and students and their parents/guardians about permitted use of the Chromebooks and proper care of the Chromebooks and provides basic information about being a good digital citizen.

Students and their parents/guardians are reminded that use of District technology, including a Chromebook, is a privilege and not a right, and that everything done on any District-owned computer, network, or electronic device may be monitored by school authorities. Inappropriate use of District technology can result in limited or banned technology use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

To understand the expectations of District 86, students and their parents/guardians are responsible for reviewing the [District's Responsible Use of Electronic Networks Policy](#) (6:235).

Ownership of the Chromebook

District 86 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes while the students are enrolled in the District. Students may not use the Chromebooks for personal purposes, including personal social media use. Ownership of the Chromebook is transferred to the student after the end of the school year in which the student graduates from District 86, if the student's Infinite Campus Fees account is in good standing.

Privacy

District 86 administrative staff and faculty retain the right to collect and/or inspect devices at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. Students have no expectation of privacy for any communication made using the Chromebook or for any content created, accessed, or stored on the Chromebook. Each Chromebook contains a GPS tracking capability, which the District can enable remotely. The District will not access the feature remotely unless (1) the device is reported lost, missing, or stolen or (2) the device is not returned to the District after the date it is to be returned, and even then only after notifying the parent(s)/student of its intent to access the feature.

District 86 endeavors to ensure that apps used by District staff are educationally appropriate and for the use and benefit of the school and not for any commercial purpose. In setting up the necessary student accounts on each Chromebook and in G Suite for Education, District 86 shares with Google each child's name and student ID number.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Use of Technology Policy (6:235) when using their Chromebooks.
- Students must treat their device with care and never leave them in an unsecured location.
- Students must keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to their teacher or IT staff member.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome operating system supported by the District.
- Students must keep their devices clean and must not touch the screen with anything (e.g., pen, pencil, etc.) other than fingers/approved stylus or approved computer screen cleaners.
- Students are responsible for bringing a functioning, charged Chromebook to class each period. It is their responsibility to borrow a "loaner" chromebook from the Student Help Desk in the event that their Chromebook is inoperable.

Screen Care

- Do not lean on the top of the device when it is closed.
- Do not place anything near the device that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.

- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils).
- Clean the screen with a soft, dry cloth or non-abrasive cleaners.

General Precautions

- Food or drink should be kept clear of your device.
- Cords, cables, and removable storage devices must be inserted and removed carefully from the device.
- You should never carry the Chromebook while the screen is open.
- You are responsible for keeping the device's battery charged for school each day.

Parents' Responsibility

Parents agree to monitor and supervise their student's use of the Chromebooks outside of school and to make every effort to ensure their student's compliance with the obligations and responsibilities described in this agreement related to their use of the Chromebooks.

Responsibility for Electronic Data

The students are prohibited from installing any apps or extensions on their Chromebooks that are not available for installation in the "For hinsdale86.org" Chrome Web Store or installed by a member of the District 86 technology staff. Users of District technology have no rights, ownership, or expectations of privacy to any data that is, or was, created, accessed, or stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

Digital Citizenship

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

1. **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 my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **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 a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **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 visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations.
5. **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.
6. **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.

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 a violation of the District's Access to Electronic Network policy (6:235).

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 being 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 and/or charger to school, the student may be required to borrow a device and/or charger 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. Because temporary loaners and chargers are issued for a one-day rental, any device or charger not returned to the school within five consecutive days will be assessed a replacement fee equal to the price District 86 pays to replace it.

Warranty

The student is responsible for the repair/replacement of damaged equipment. If possible, members of the IT Staff/Tech Support Internship course will attempt to conduct repairs on-site; the student and his/her parents will be financially responsible for the cost of replacement parts. The District 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 replacement cost to purchase a new Chromebook.

Website & Social Media Guidelines: *Think before you act because your virtual actions are real and permanent!*

Guidelines
Be aware of what you post online. Websites and social media venues are very public. What you contribute leaves a digital footprint that others may be able to see, even if you think you have locked down your privacy settings. 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 birth dates, 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, videos, music, and other creative works may also be protected under copyright laws. Verify that you have permission to use the image or other work 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 someone else’s work, be sure it is in the spirit of improving the writing.
If you encounter inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Agreement

By signing this agreement, the student and their parent/guardian agree to follow and accept:

- Acceptable Use of Technology Policy (6:235).
- This Chromebook Agreement
- The Website and Social Media Guidelines (above)
- That District 86 owns the Chromebook, software and issued accessories
- If the student ceases to be enrolled in Hinsdale Township High School District 86, the student/parents will return the Chromebook and any related accessories in good working order or pay the full replacement cost of the device and/or accessory. If a student fails to return the Chromebook as directed, the District may, in addition to seeking

reimbursement, file a theft report with the appropriate law enforcement agency.

- If a District 86 Chromebook assigned to me is reported or determined to be lost, missing, or stolen, or if I fail to return the Chromebook upon request by the District, the District may use GPS software, in a manner consistent with Board Policy 6:235, to determine the precise location of the lost, missing, stolen, or unreturned Chromebook.
- Periodically apps and websites utilized for classroom instruction require students to confirm they are 17 or 18 years of age in order to download or register. These include vetted digital course textbooks and other apps teachers request to be downloaded for class use. Examples of such apps include, but not limited to; Google Science Journal, Maps, Earth, Books, Blogger, Photos, Socratic, and YouTube. Parent/Guardian agrees to the student's use of these and other educational apps to participate and complete assignments.
- District 86 may share my child's name and student ID number with Google for the purpose of setting up and using a District 86 Chromebook and the G Suite for Education platform.
- In no event shall District 86 be held liable to any claim of damage, negligence, or breach of duty.
- By signing this Agreement, you waive any and all claims you or your student (and each of your respective heirs, successors, and assigns) may have against District 86, its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Chromebook or this Agreement.
- To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless District 86, its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the Chromebook or this Agreement.