



# Student/Parent Chromebook Use Agreement 2022-2023

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International Leadership of Texas

## **1:1 Chromebook Use Agreement**

Students enrolled in International Leadership of Texas will be issued a Chromebook for instructional use at school and home. Your knowledge of the policies described below, as well as your support in helping ILTexas in implementing these policies, is critically important. Following are the requirements that accompany school-issued Chromebooks.

### **A. Terms of Chromebook Use Agreement**

Before a Chromebook can be issued to your child and before your child can bring a Chromebook home from school, you must sign and return the "Student/Parent Chromebook Use Agreement" form included below, along with the non-refundable annual use fee of \$60. Payments are remitted to ILTexas. Upon proof of financial hardship, ILTexas may elect to waive or reduce the annual use fee or create a plan for the student to pay out the fee over time. Students will be responsible for all fees associated with damaged, lost, or stolen Chromebooks. Please contact your campus administration for additional details concerning fee waivers and reductions.

It is important for you and your child to comply at all times with the ILTexas Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes, as well as the guidelines for acceptable use of technology resources established in Board Policy and the Student Handbook and Code of Conduct. Any failure to comply may terminate your rights of possession effective immediately, and ILTexas may repossess the Chromebook.

### **B. Title**

ILTexas has and shall at all times under this agreement maintain legal title (**ownership**) of the Chromebook. Your right of possession and use is limited to and conditioned upon your full and complete agreement with the terms of this Chromebook Use Agreement. All activity on the Chromebook, as well as any ILTexas issued account, whether conducted at school or off site, is subject to search by designated ILTexas staff, in accordance with ILTexas policy and applicable law.

### **C. Loss or Damage**

If your Chromebook or accessories (case and charger) are damaged, lost, or stolen, you are responsible for the reasonable cost of repair or for its replacement cost on the date of loss. See Appendix A for parts costs.

Loss or theft of your Chromebook, while off campus, must be reported immediately to ILTexas, and in no event later than the next school day after the occurrence. Additionally, you must complete a police report within 48 hours of the loss or theft and provide ILTexas with a copy of the report. ILTexas will disable the Chromebook remotely to protect the device and/or data on the device. You will be charged the replacement cost of the Chromebook if lost or stolen and not reported.



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---

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ILTexas will not pay for loss or damage caused by or resulting from the following:

1. Loss of data caused by surge, lightning, or inappropriate electrical use.
2. Dishonest, fraudulent, or criminal acts.
3. Any loss to accounts, valuable documents, music or videos, records, or assignments and/or their affects by being missing on grades, GPAs, special group considerations such as valedictorian, college or university admission, or employment. **Students are responsible for backing-up their own data.** A repair claim will only cover material issues with the device, not lost opportunities or data.
4. Loss or damage caused by your failure to use **all reasonable means to protect the device** as indicated in this agreement.
5. Deliberate damage or neglect to properly care for the device.
6. Disappearance not accompanied by a police report.

### **D. Repossession**

If you do not timely and fully comply with all terms of this Chromebook Use Agreement, including the timely return of the Chromebook, ILTexas shall be entitled to declare you in default and come to your place of residence or other location of the device to take possession of the Chromebook.

### **E. Term of Agreement**

Your right to use and possession of the Chromebook terminates no later than the last day of the school year, unless earlier terminated by ILTexas or upon a student's withdrawal from ILTexas.

### **F. Appropriation**

Your failure to timely return the Chromebook and the continued use of it for non-school purposes without the consent of ILTexas may be considered unlawful appropriation of ILTexas property.

### **G. Claim/Repair Procedures**

In cases of theft or disappearance, a Police Report **must** be submitted to ILTexas **before** a replacement device is issued. The Police Report must also directly mention the loss of the device and the circumstances surrounding the loss.

If a repair is needed due to accidental damage, please request this through the main office. A loaner may be issued if payments are current while your Chromebook is being repaired. Only a limited number of loaner Chromebooks are available, so receiving a loaner is not guaranteed. In accordance with applicable law, additional fees will be charged if the Chromebook is repeatedly or deliberately damaged.



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---

International Leadership of Texas

### **H. Consent**

In order for ILTexas to provide you/your student with the most effective online learning applications, the district must abide by the federal Children's Online Privacy Protection Act ([COPPA](#)), pertaining to the collection of student information. ILTexas utilizes web based educational resources and applications that are operated by third parties. These include Google Apps for Education which includes services such as email address, calendar, Google Classroom, Docs and Sites. In order for students to use the resources and other web-based resources, parental consent must be obtained for children under the age of 13. The law permits school districts to obtain consent on the behalf of its students, which eliminates the need for parental consent directly on the website. Additionally, your educational records are protected by the federal Family Educational Rights and Privacy Act ([FERPA](#)).

### **I. General Rules**

#### *Personal Devices*

- *Personal Chromebooks, iPads, laptops, or cell phones may not be on the school network.*
- *The BYOD network, although limited, is available for guests and personal devices.*
- *Students are expected to use the school issued device for instructional purposes while on campus or attending virtual classrooms while at home.*

#### *Inappropriate Content*

- Students and/or parents are not allowed to access, view, and or store inappropriate content or materials on school issued Chromebooks.
- Presence of weapons, pornographic materials, inappropriate language, threatening language, alcohol, drug, gang related symbols, or pictures will result in disciplinary action.
- All activity on the Chromebook and any ILTexas issued email account, whether conducted at school or off site, is subject to search as District property and by applicable law.

#### *Legal Propriety*

- All Chromebook users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is no excuse for violations of such laws or agreements. If you are unsure, ask the Library Media Specialist.
- Plagiarism is a violation of the ILTexas rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

#### *No Loaning or Borrowing Chromebooks*

- Do not loan your Chromebook to other students.
- Do not borrow a Chromebook from another student.
- Do not share passwords or usernames with another student.

#### *Unauthorized Access*

- Access to another person's account or Chromebook without their consent or knowledge is considered hacking and is unacceptable. Doing so will result in disciplinary action.



## Student/Parent Chromebook Use Agreement 2022-2023

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### International Leadership of Texas

#### *Music, Video Games, or Programs*

- Music, videos, and games may not be downloaded or streamed over the Internet. This may be a violation of copyright law.
- All software/apps must be provided by ILTexas. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.
- Internet games are not allowed on the ILTexas Chromebooks.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- Sound must be muted at all times, unless permission is obtained from the teacher for instructional purposes.
- Students must provide their own headsets/earbuds for use with a Chromebook.

#### *Transporting Chromebooks*

- You must store and transport your Chromebook in the laptop case that is made for the device and provided by ILTexas.
- Chromebooks must remain in the stay-on case at all times.
- To prevent screen damage, place the charger in the designated zipper compartment.
- Do not use the Chromebook while moving from class to class.

#### *Charging Chromebooks*

- Students are expected to charge the Chromebook every night.
- In cases where the battery runs out, students may be able to connect their Chromebook to a power outlet in class, if available.

#### *General Precautions*

- Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- Chromebooks can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to the internal electronics or try to repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building office staff.
- Never throw or slide a Chromebook.
- Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and ILTexas provided sleeves must remain free of any writing, drawing, stickers, or labels that are not the property of the ILTexas.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- Chromebooks must never be left in an unlocked locker, on top of a locker, in an unlocked car, in any unsupervised area, or in a vehicle or location that is not temperature controlled.
- Chromebooks should be placed vertically or in a backpack/book bag to avoid putting any pressure on the screen.
- Please contact the campus if repairs are necessary. Applicable fees will apply.



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International Leadership of Texas

## STUDENT/PARENT CHROMEBOOK USE AGREEMENT

### Please Print All Information

Student Name	_____	_____	_____
	Last Name	First Name	Student ID #
Parent Name	_____	_____	_____
	Last Name	First Name	Driver's License #
Parent Email Address	_____		
Address	_____		
Home Phone	_____	Work Phone	_____

In this agreement, "we", "us", and "our" means International Leadership of Texas (the "School"). "You" and "your" means the parent/guardian and student enrolled in the School. The "property" is a Chromebook owned by the School with the serial/asset tag numbers listed below.

- Terms:** You will pay the non-refundable annual use fee of \$60 before taking possession of the property, unless other arrangements are made by the School.
- You will comply at all times with the Chromebook Use Agreement and the School's Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately, and the School may repossess the property.
- Title:** The School has and shall at all times maintain legal title to the property. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Chromebook Use Agreement.
- Loss or Damage:** If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or replacement at the time of loss. Loss or theft of the property must be reported immediately to the School. The School may disable the property remotely to protect the device and/or data on the device.
- Repossession:** If you do not timely and fully comply with all terms of the Chromebook Use Agreement, including timely return of the property, the School shall be entitled to declare you in default and come to your place of residence, or other location of property, to take possession of the property.
- Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the School or upon withdrawal from the School.
- Appropriation:** Your failure to timely return the property and the continued use of it for non-school purposes without the School's consent may be considered unlawful appropriation of the School's property.

As the parent or guardian of this student, I have read the International Leadership of Texas Chromebook Use Agreement and agree to the terms thereof. I understand the device is to be used for educational purposes and accept full responsibility for supervision when my child is not in a school setting. I give permission to ILTexas to issue my child an account and certify that the information on this form is correct. I give permission for my student to access the internet while at school, including email. I give ILTexas consent to provide personal identifying information to Google Apps for Education and any additional web based educational resources and services ILTexas may add during the academic year.

Parent or Guardian Signature	Student Signature	Date
<b>For Office Use Only:</b>	<b>For Office Use Only:</b>	
Serial Number/Asset Number	Administrator Signature	Date



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International Leadership of Texas

### Appendix A

#### Chromebook Replacement Parts Costs

Description	Cost
11.6" WXGA HD 1366X768 MATTE 30 PIN CONN RIGHT P1R SLIM (L/R) LCD Display	\$75.00
CHARGER	\$23.00
CARRY CASE	\$23.00
4GB MOTHERBOARD	\$122.00
Battery pack (Primary) - 3-cell lithium-Ion (Li-Ion), 3.25Ah, 36Wh (PE03036XL-PR	\$48.00
PALMREST with keyboard (HP devices)	\$83.00
KEYBOARD	\$22.00
PALMREST ASSEMBLY	\$30.00
TOUCHPAD	\$38.00
DC JACK	\$13.00
HEADPHONE JACK	\$29.00
WEBCAM CAMERA WITH MICROPHONE	\$18.00
HINGE SET	\$18.00
LCD CABLE	\$19.00
SPEAKERS	\$13.00
LCD TOP COVER	\$43.00
FRONT BEZEL	\$28.00
BOTTOM COVER	\$43.00