STPSB Chromebook Responsible Use Agreement

Program Purpose

The St. Tammany Parish School Board (STPSB) 1:1 Chromebooks for Learning deployment is to promote high levels of student engagement for all students. Increasing access to technology is essential to build upon college and career readiness skills. STPSB wants all students to be responsible digital citizens, thrive intellectually, personally, physically, and creatively.

The policies, procedures, and information within this document serve as information for students and parents/guardians. Teachers may set additional requirements for Chromebook use in their classroom. In addition, forms are provided that must be signed by the parent/guardian and student before a Chromebook and account will be issued.

General Information

Acceptable Use Guidelines
Students are responsible for their own behavior at all times in accordance with the STPSB District Handbook for Students and Parents, STPSB Instructional Technology Use Policy and this STPSB Chromebook Responsible Use Agreement. Please refer to the discipline provisions found in the above policies with respect to violations.

Distribution of the Chromebook
Chromebooks will be distributed near the beginning of the school year. The procedure for distribution of Chromebooks will be established at each school.

Logging into a Chromebook
Students will log into their Chromebooks using their school issued account. Students should never share account passwords with others.

Returning the Chromebook
An STPSB Chromebook is being loaned to the student for educational use during the school year. This device is the property of STPSB and must be returned at the end of each school year. Instructions for such will be given at that time. Students with unpaid Chromebook related fines or unreturned Chromebooks from prior school years and/or prior schools will not be issued a Chromebook for the current school year until fines are paid. If a Chromebook is not returned, the parent/guardian will be held responsible for payment in full. It is understood that the intentional failure to return the Chromebook to the school will constitute theft of district property and will be reported as necessary.

Limitation of Liability
STPSB is not responsible for damage or harm to persons, files, data or hardware. Chromebooks employ filtering technologies and other safety and security mechanisms, but there is no guarantee as to their effectiveness. STPSB will not be responsible, financially or otherwise, for unauthorized transactions conducted over the device or the school network.

Digital Citizenship

School-issued Chromebooks should be used for educational purposes, and students are to adhere to STPSB policies and all of their corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

> **(1) Respect Yourself**
> I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

(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 while online. I will protect passwords, accounts, and resources. I will not meet anyone in real life that I have met online without parental permission.

(3) Respect Others
I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people.

(4) Protect Others
I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will alert a teacher or other staff member if I see threating, inappropriate, or harmful content (images, messages, posts) online.

(5) Respect Intellectual Property
I will request permission to use copyrighted or otherwise protected materials. I will suitably cite 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 available free and open source alternatives rather than pirating software.

Note: All students utilizing Chromebooks participate in a Digital Citizenship Unit at the beginning of the school year.

Caring for your Chromebook

The student is responsible for the general care of the Chromebook which has been issued by the school. Chromebooks that are broken or fail to work properly <u>must</u> be reported to a teacher.

General Precautions
- I will insert and remove cords and cables carefully.
- I will **not** remove any case or cover issued by STPSB.
- I will keep my Chromebook free of any stickers, writings, or drawings that are not the property of the STPSB.
- I will close the Chromebook gently on a flat surface and ensure that there is nothing on the keyboard that could prevent full closure.
- I will not eat or drink near any Chromebook.
- I will not charge external devices using the USB ports on my Chromebook (phones, etc…)
- I will not place any heavy objects or drop any objects on the Chromebook.
- I will not block air flow around the Chromebook when it is on.
- I will not expose the Chromebook to extreme heat and cold, and I will keep them out of direct sunlight or out of any area that could harm them.
- I will not remove or interfere with identification placed on the Chromebook by STPSB, including, but not limited to tags, serial numbers, labels, etc.
- I will not leave my Chromebook unattended.
- I will carry my Chromebook with the lid closed.
- I I will keep my device clean to the best of my ability

Screen Care
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- I will use only my fingers to touch the keyboard or screen.
- I will not spray or wipe my Chromebook with any household cleaning product or wipes. I will use only a soft, dry microfiber cloth or anti-static cloth.
- The hinge of the screen will only open to a slight angle. I will not attempt to open the screen beyond this stopping point as the screen will break if forced.

Preparation and Use

At School
A charging cord will be issued with the Chromebook. Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by the teacher. School staff will monitor student usage when students are at school. In addition to teacher expectations for Chromebook use, students will be accessing curriculum information and content-appropriate online information in all classes. Any strategy used to circumvent security settings and filtering technologies including removing the device from the domain is a violation of this policy. External removable devices are prohibited, including USB drives and flash drives.

At Home
Unless otherwise advised by the school's administration or the program the student is attending, all students are required to take their Chromebook home each night throughout the school year for charging. Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery will last throughout the day. Repeatedly leaving the Chromebook at home may result in referral to administration and possible disciplinary action. Parents are responsible for monitoring their child's use of the Chromebook when accessing programs from home. Some sites may be blocked even at home since they are filtered by our System. STPSB makes significant effort to filter objectionable content, but we recommend that parents and guardians remain diligent in observing student behavior when using these devices outside of school. Remember, the Chromebook is an educational tool and should still be considered and used for Educational Purposes only. Some applications can be used while not connected to the Internet.

Students are bound by STPSB policies and all other guidelines in this document wherever they use their Chromebooks.

Sound
- While at school, sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Headphones may be used at the discretion of the teacher.

Video Teleconferencing
- Your student may have the opportunity to participate in distance or remote learning via video and/or audio conferencing. As classrooms may operate virtually, observations will also occur virtually which may require recording by the teacher of the virtual or hybrid classroom.

Managing Digital Work with a Chromebook

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. These documents are embedded with tools that allow users to collaborate in real time with other people. A user can store their documents, as well as other files, in the cloud.
- With a wireless Internet connection, one can access documents and files from any Chromebook or mobile device, anywhere and at any time.
- All items will be stored online in the Google Cloud environment.
- All files should be stored in Google Drive, so there's no need to worry about lost homework.
- STPSB supports the privacy of electronic mail, users must assume that this cannot be guaranteed.
- Students are limited to emailing each other and teachers.
- If a Chromebook needs repairs, it may require a reload of the operating system. This reload

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will delete all files stored locally on the Chromebook. The student will need to save all needed files to their Google Drive.
- STPSB Chromebooks can only use wireless internet connections.
- USB peripherals other than mice, keyboards, and headphones are not permitted

Software on Chromebooks

Originally installed Software:
Chromebook software is delivered via the Chrome Web Store. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the district may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the district as well.

Additional Software:
Students are unable to install additional software on their Chromebook other than what has been approved by STPSB.

Damaged Equipment

Accidental Damage vs. Negligence/Intentional Damage
Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage. The price that the District paid for the Chromebook includes: the Chromebook, case and charger. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and/or the cost of repair or replacement.

Consequences
The privilege of having a computer comes with a new set of responsibilities and new consequences. Violations of this Chromebook Policy may have consequences, including but not limited to:
- Notification to parents/guardians;
- Suspension of network, technology, or Chromebook privileges;
- Complete loss of Chromebook;
- Detention or suspension from school and school-related activities; and/or
- Legal action and/or prosecution.

Student Device Damage Coverage Program
STPSB offers a Student Device Damage Coverage Program for all participants in the Chromebook program. Coverage must be paid in order to be effective. Parents or guardians who do not purchase the Student Device Damage Coverage WILL BE RESPONSIBLE FOR THE COST OF REPAIRS AND/OR REPLACEMENT OF THE DEVICE at current prices. It is strongly recommended that all students participate in the Student Device Damage Coverage Program. A Device Cost breakdown can be obtained from a school administrator.

*** The device charger and case are not covered under the Student Device Damage Coverage Program.

*** Lost or stolen devices are not covered under the Student Device Damage Coverage Program. A police report must be filed for the student to be issued another device in the event of theft.

The Student Device Damage Coverage may be purchased for single device coverage for each school year. The Student Device Damage Coverage Form should be filled out and returned yearly to indicate whether coverage is elected or not.

The STPSB Chromebook Responsible Use Agreement Form only needs to be signed and returned once. The STPSB Student Device Damage Coverage Form should be signed and completed each year.

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St. Tammany Parish School Board
STPSB Chromebook Responsible Use Agreement

Your signature below indicates that you have read, understand, and agree to abide by the terms and conditions of the STPSB Chromebook Responsible Use Agreement and all associated policies it references. School administrators reserve the right to examine, use, and disclose any data found on the STPSB networks in order to further the health, safety, discipline or security of any student or other person or to protect property. I understand that I may face disciplinary action if I do not abide by the policies set forth.

I understand and acknowledge that the consent provided herein shall be valid as of the date of signature and shall remain valid and in effect unless written notice of termination is provided to the school my child is attending at the time of consent termination. Such termination does not apply to information generated or released prior to receipt of consent termination. Termination is effective beginning at 4:30 p.m. local time the day after receipt.

Student:
I have read the rules for using the St. Tammany Parish School Board Chromebook and shall ask my parent/guardian or an adult at my school for clarification if I do not understand what any of them mean.

First Name: _____   Last Name: _____

School Name: _____   Grade: _____   Date: _____

Student Signature:

Teleconferencing (One of the following MUST be selected):

_____ I give my consent for my child to participate in video/audio conferencing and/or recording for the purposes of synchronous and asynchronous distance learning.

_____ I DO NOT give my consent for my child to participate in video/audio conferencing and/or recording for the purposes of synchronous and asynchronous distance learning.

Parent/Guardian:

First Name: _____   Last Name: _____

Parent/Guardian Signature:

Date: _____

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St. Tammany Parish School Board
STPSB Student Device Damage Coverage Form

Your signature below indicates that you have read, understand, and agree to abide by the terms and conditions of the ***STPSB Chromebook Responsible Use Agreement*** and all associated policies it references. School administrators reserve the right to examine, use, and disclose any data found on the STPSB networks in order to further the health, safety, discipline or security of any student or other person or to protect property. I understand that I may face disciplinary action if I do not abide by the policies set forth.

Student:
I have read the rules for using the St. Tammany Parish School Board Chromebook and shall ask my parent/guardian or an adult at my school for clarification if I do not understand what any of them mean.

First Name: _____   Last Name: _____

School Name: _____   Grade: _____   Date: _____

Student Signature:

Parent/Guardian Selection (One of the following MUST be selected):

_____ I elect to pay the Student Device Damage Coverage Program. I understand that I am responsible for a single payment of $20.00. The Student Device Damage Coverage is for one school year. Online Payment Preferred and fee must be paid by **October 1, 2021** to be included in the program.

_____ I elect NOT TO PARTICIPATE in the Student Device Damage Coverage Program. By doing so I accept FULL responsibility for the device if damaged. Replacement cost would be at the current cost of the device or repair as obtained through STPSB repair vendors.

Please Note:
1. Lost or stolen devices are not covered under the Student Device Damage Coverage Program.
2. Device charger and case are not covered under the Student Device Damage Coverage Program.
3. A police report must be filed for the student to be issued another device in the event of theft.

Parent/Guardian:

First Name: _____   Last Name: _____

Parent/Guardian Signature:

Date: _____

Last updated: July 8, 2021

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