

Instruction

Chromebook/Mobile Device Student User Agreement

Rules and Appropriate Usage

Plymouth Public Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks/Mobile Devices issued to students are the property of Plymouth Public Schools. The distribution of a Chromebook/Mobile Device to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. **Before a Chromebook/Mobile Device will be issued for use at home, students and parents or guardians must sign the “Plymouth Public Schools Network/Internet Acceptable Use” Policy form, “School District Chromebook/Mobile Device Protection Plan Form” and “Chromebook/Mobile Device Student User Agreement and Parent Permission Form.” These forms must be completed each school year.**

The policy, procedures, and information within this document apply to all District-owned Chromebook/Mobile Devices used in, and out of, District schools, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

Students are expected to abide by the following rules and behavioral expectations, while using a Chromebook/Mobile Device, both at home and within the school:

Use of Equipment (Hardware and Software)

- Student must have a **“Plymouth Public Schools Network/Internet Acceptable Use”** Policy form, **“School District Chromebook/Mobile Device Protection Plan Form”** and **“Chromebook/Mobile Device Student User Agreement and Parent Permission Form”** signed by a parent/guardian on file with Plymouth Public Schools in order to use the Chromebook at home and to access the Internet while using the Chromebook/Mobile Device.
- The school Chromebook/Mobile Device is to be used for educational purposes only.
- The use of the Chromebook/Mobile Device must not violate the parent/guardian/student signed **“Plymouth Public Schools Network/Internet Acceptable Use”** Policy form. Copies of the **“Plymouth Public Schools Network/Internet Acceptable Use”** Policy form may be found in the Parent/Student Handbook and are available for downloading and printing on the Plymouth Public Schools website.
- Student may not destroy, deface, or alter Chromebook/Mobile Device equipment, identifying labeling or files not belonging to the student.

Instruction

Chromebook/Mobile Device Student User Agreement

Use of Equipment (Hardware and Software) (continued)

- Student may not remove district installed software (“Apps”) from the Chromebook/Mobile Device or may not install software (“Apps”) that is not approved by administration or teachers. Plymouth Public Schools reserves the right to remove software (“Apps”) from, or add software (“Apps”) to the Chromebook/Mobile Device at any time.
- Online chat rooms, message boards, forums, etc. may not be accessed by students while using the Chromebook/Mobile Device without prior consent from a teacher, or person monitoring the Internet use, or as in accordance with the **“Plymouth Public Schools Network/Internet Acceptable Use”** Policy (6141.321).
- Engaging in online activities, while using the Chromebook/Mobile Device, that are in violation of this policy will result in automatic termination of the student's network/Internet privileges in accordance with the **“Plymouth Public Schools Network/Internet Acceptable Use”** Policy (6141.321).
- Sending messages via school technology with the intent to intimidate, frighten, threaten, harass, ridicule or bully another person is considered harassment and will have consequences per the Parent/Student Handbook Student Discipline Code, Plymouth Public Schools Bullying Policy (5131.911, 5131.913), Plymouth Public Schools Sexual Harassment Policy (5145.5) and the Plymouth Public Schools Acceptable Computer Use Policy (6141.321).
- Students may not change, alter, bypass, or attempt to bypass any Chromebook/Mobile Device security measures including filtered Internet sites.

Privacy

- It is a violation of the **“Plymouth Public Schools Network/Internet Acceptable Use”** Policy (6141.321) to share your password with anyone else, or to access any account belonging to other students, faculty, or staff.

Management

- Since the Chromebooks/Mobile Devices belong to Plymouth Public Schools, Plymouth Public Schools will be monitoring all devices. Files created using the Chromebook/Mobile Device, or stored on school servers, are not private. Plymouth Public Schools reserves the right to search District assigned Internet services accounts, such as District assigned student email accounts, accessed with school equipment, if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of Plymouth Public Schools technology devices will result in loss of network/Internet privileges, and other consequences as per the Parent/Student Handbook Student Discipline Code, Plymouth Public Schools Bullying Policy (5131.911, 5131.913), Plymouth Public Schools Sexual Harassment Policy (5145.5) and the **“Plymouth Public Schools Network / Internet Acceptable Use”** Policy (6141.321).

Instruction

Chromebook/Mobile Device Student User Agreement (continued)

Responsibilities

By signing the “**Plymouth Public Schools Network/Internet Acceptable Use**” Policy form and this “**Chromebook/Mobile Device Student User Agreement and Parent Permission Form,**” students and parents or guardians agree to:

- **Submit their Chromebook/Mobile Device to school authorities upon request.**

Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks/Mobile Devices do not contain any unapproved software or files.

- **Charge their Chromebook/Mobile Device overnight each night to ensure that they are fully charged for classes the next day.**

Just as students are expected to be prepared for class by having all required materials, the student must have his/her charged Chromebook/Mobile Device in class at the start of each day.

- **Protect the Chromebook/Mobile Device from damage and theft.**

Required precautions include the use of the protective case when transporting the Chromebook/Mobile Device to and from classes and to and from school. If the Chromebook/Mobile Device is lost or stolen when outside of school grounds, it should be reported to the police immediately. Parents or guardians will incur a financial obligation to the school for any missing Chromebook/Mobile Device for which a copy of the police report has not been provided to the school Principal. Parents or Guardians will also incur a financial obligation for any repairs that are required for the Chromebook/Mobile Device.

An optional School District Protection Plan is offered for Chromebooks/Mobile Devices.

The School District Protection Plan will cover events such as accidental loss (theft) and damages.

Please see the School District Protection Plan section at the end of this document.

- **If damage to the Chromebook/Mobile Device is intentional, willful or purposeful, as determined by Plymouth Public Schools, the parents or guardians will pay the full replacement cost of the Chromebook/Mobile Device (as listed in the applicable School District Chromebook/Mobile Device Protection Plan form), protective case and/or AC power adaptor, regardless of the “School District Chromebook/Mobile Device Protection Plan” choice.**

Instruction

Chromebook/Mobile Device Student User Agreement

Responsibilities (continued)

- **Leave the student issued Chromebook/Mobile Device at school over the summer for regular maintenance.**

Returning students will be reissued their same Chromebook/Mobile Device the following year. The School regards the Chromebook/Mobile Device as all other materials that are checked out to a student (e.g. textbooks, library materials, sports equipment, etc.) and failure to return the Chromebook/Mobile Device, and all associated accessories, for the summer or unenrollment from school, will result in the parent or guardian incurring a financial obligation to the school and result in consequences as per the Plymouth Public Schools Parent/Student Handbooks and the “Fees, Fines, Charges” Policy (6121.21).

Students will be provided with a username and password. Students must not change their passwords without permission from the Technology Department or school. Upon request, Parents/Guardians will be informed of their child’s username and password in order to monitor the student's computer usage at home. When the Chromebook/Mobile Device is taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

Student Expectations

As a learner I will:

1. Never leave my Chromebook/Mobile Device unattended.
2. Make sure the Chromebook/Mobile Device is not subject to careless or intentional damage (e.g., as a result of horseplay).
3. Ensure that, when the Chromebook/Mobile Device is being transported, it is as secure as possible. The Chromebook/Mobile Device **MUST** be carried in its protective case.
4. Ensure that my Chromebook/Mobile Device is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
5. Store my Chromebook/Mobile Device in a safe place, such as the student’s locked locker, when not in use (e.g., lunch, PE, etc.). The Chromebook/Mobile Device should be in its case and no items will be stacked on top of it.
6. Use my Chromebook/Mobile Device for the task assigned by my teacher at all times. Chromebooks/Mobile Devices will **ONLY** be used for educational purposes.
7. Print only after teacher gives permission.
8. Not decorate the Chromebook/Mobile Device in any way, including the use of stickers or decals, and not allow it to be subject to graffiti/defacing.
9. Not install or download software (“apps”) that is not approved by administration or teachers.

Instruction

Chromebook/Mobile Device Student User Agreement (continued)

Consequences for Violation of Chromebook/Mobile Device Rules:

By signing this User Agreement, you commit to the student expectations and understand the consequences for violation.

Consequences for Breaches of the Acceptable Use Agreements

In the event a student breaches any part of the “**Plymouth Public Schools Network / Internet Acceptable Use**” Policy form and/or “**Chromebook/Mobile Device Student User Agreement and Parent Permission Form**,” consequences will be imposed by the school per the Parent/Student Handbook Student Discipline Code, Plymouth Public Schools Bullying Policy (5131.911, 5131.913), Plymouth Public Schools Sexual Harassment Policy (5145.5), the “Fees, Fines, Charges” Policy (6121.21) and the “**Plymouth Public Schools Network/Internet Acceptable Use**” Policy (6141.321) as applicable.

Repairing or Replacing Chromebook/Mobile Devices

Chromebook/Mobile Device Repairs

All required repairs for Chromebooks/Mobile Devices will be processed by the Plymouth Public Schools Technical Support Department.

DO NOT attempt to repair the Chromebook/Mobile Device yourself.

Damaged Chromebooks/Mobile Devices should be brought to the school library to initiate the repair process. In the case of loss/theft, a police report should be filed by the parent/guardian. A copy of the police report should be provided to the school Principal.

School District Protection Plan

School district protection is available for students and parents to cover Chromebook/Mobile Device replacement/repair in the event of theft, loss, or accidental damage.

There will be an annual protection cost for each Chromebook/Mobile Device with a maximum cost of four Chromebook/Mobile Devices per family. This plan will include replacement and repairs for covered damages or loss. The actual annual cost will be specified in the applicable **School District Chromebook/Mobile Device Protection Plan** form.

It will not cover intentional damages or a loss not accompanied by a police report, in which case the student/parent will be responsible for full replacement, or repairs, up to the value of the Chromebook/Mobile Device as specified in the applicable “**School District Chromebook/Mobile Device Protection Plan**” form. Intentional damage will be determined by the District and/or Insurance Company. Excessive claims, as determined by the District, may result in loss of Chromebook/Mobile Device privileges.

Instruction

Chromebook/Mobile Device Student User Agreement

School District Protection Plan (continued)

Parents will need to purchase this insurance through the school office before your student is allowed to check out a Chromebook/Mobile Device, or have indicated that they elect to decline the offered Chromebook/Mobile Device Insurance, in which case they assume full financial responsibility for the Chromebook/Mobile Device including theft, loss or any damages.

Cost of Repairs

Students and Parents/Guardians will be held responsible for ALL damage to their Chromebook/Mobile Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, parents/guardians will incur a financial obligation equal to the full replacement value of the device as specified in the applicable **School District Chromebook/Mobile Device Protection Plan** form. These costs can be avoided with the purchase of the optional School District Chromebook/Mobile Device Protection Plan.

Lost items such as cases and cables will be charged the actual replacement cost.

Legal Reference: Connecticut General Statutes
 10-221 Boards of education to prescribe rules
 18 U.S.C. §§ 2510-2522, Electronic Communication Privacy Act
 P.L. No 110-385, Protecting Children in the 21st Century Act

Policy adopted: April 4, 2018

PLYMOUTH PUBLIC SCHOOLS
Terryville, Connecticut

FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS

1. Are there laws that help to protect my child online?

Children's Online Privacy Protection Act (COPPA)

- a. The Children's Online Privacy Protection Act (COPPA) requires parental permission whenever a website or application collects personally identifiable information from children under age 13.
- b. By participating in Google Apps for Education, student information may be collected and stored electronically and shared with the District.
- c. The District's use of student information is for educational purposes only.
- d. For more information on COPPA compliance, see the Federal Trade Commission's website at www.ftc.gov/coppa.
- e. The privacy policies associated with use of Google Apps for Education are available at <https://www.google.com/enterprise/apps/education/benefits.html>.

2. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged or stolen? What are the replacement costs of the Chromebook and accessories?

Please refer to the updated "School District Chromebook/Mobile Device Protection Plan" form for responsibilities and the latest cost estimates on replacement and repair costs for the district ChromeBooks and accessories.

3. As a parent/guardian, how do I monitor my child's use of the internet?

Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your child's use of the internet.

4. What if we don't have Wi-Fi at home?

A Chromebook's use is maximized with Wi-Fi, but it can be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the Plymouth Public Schools campus.

5. Will students keep the Chromebook for the summer?

Chromebooks and all Plymouth Public Schools accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year.

Please contact the Technology Dept. with any questions regarding student use of Chromebooks.

Email: support@plymouth.k12.ct.us

Parents' Guide to Safe and Responsible Student Internet Use

Plymouth Public Schools recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook.

- **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach him or her how to act as he or she works and socializes online.
- **Review your child's online friends list.** You may want to limit your child's online "friends" to people your child actually knows in real life.
- **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- **Limit the time your student is on the Chromebook.** While the Chromebook is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- **Report unwelcome or malicious online threats.** Report immediately to the school any online interactions that can be considered threatening.
- **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.
- **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook.
- **Read and share with your child the Chromebook Student User Agreement and Parent Permission Form.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know his or her passwords, profiles, and blogs. When the Chromebook is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.



Chromebook/Mobile Device Student User Agreement and Parent Permission Form

As a user of the Plymouth Public Schools computer network and recipient of a Plymouth Public Schools' Chromebook/Mobile Device, I acknowledge receipt of and hereby agree to comply with the **"Plymouth Public Schools Chromebook/Mobile Device Student User Agreement"** and with the **"Plymouth Public Schools Network / Internet Acceptable Use"** Policy contained in the Plymouth Public Schools Parent/Student Handbooks. I understand that my use of a Chromebook/Mobile Device is subject to the Parent/Student Handbook Student Discipline Code, Plymouth Public Schools Bullying Policy (5131.911, 5131.913), Plymouth Public Schools Acceptable Computer Use Policy (6141.321), the "Fees, Fines, Charges" Policy (6121.21), Plymouth Public Schools Sexual Harassment Policy (5145.5) and all other policies of the Plymouth Public Schools.

Student Name (PRINT) _____

Student Signature _____ Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I have read, reviewed and understand the **"Plymouth Public Schools Network / Internet Acceptable Use"** Policy and the **"Chromebook/Mobile Device Student User Agreement"** and I have discussed both fully with my child. I further understand my rights under the Children's Online Privacy Protection Act (COPPA), described in Question 1 of the Frequently Asked Questions/Hints & Tips for Parents Section of this Agreement, and with that understanding, I give permission for my child to use Google Apps for Education on my child's Chromebook/Mobile Device. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use by setting and conveying the school's standards, procedures and rules when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with the Plymouth Public Schools **"Chromebook/Mobile Device Student User Agreement"** and with the **"Plymouth Public Schools Network / Internet Acceptable Use"** Policy contained in the Plymouth Public Schools Parent/Student Handbooks.

Parent/Guardian Name (PRINT) _____

Parent/Guardian Signature _____ Date _____