

## Chromebook 1:1 - Acceptable Use Policy Effective 9/1/2021

### Chromebook Lease Agreement

6<sup>th</sup>-12<sup>th</sup> grade students will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of any technology at school is a privilege and not a right and that everything done on any school-controlled computer, network, or electronic communication device may be monitored by school authorities.

Riverview Community School District retains sole right of possession of any Chromebook that follows the lease option. **Riverview administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.**

Chromebooks and chargers are loaned to the students for educational purposes only for the academic calendar year.

### 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 Technology Acceptable Use Policy – Riverview Community School District document.
- Students must treat their device with care and never leave it in an unsecured location.
- Students should keep their devices in a protective case when traveling. RCSD is unable to provide a case, it is suggested that you obtain some type of case for transporting, for the safety of the device. <https://amzn.to/38e5hxl>; <https://amzn.to/3mBWmhG> are a couple of examples of inexpensive cases to protect Chromebooks. Care needs to be taken in the transport of the devices, never carry with the lid open.
- The Chromebook should be used by the assigned student only.
- Students must promptly report any problems with their Chromebook to the teacher.
- 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 cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the school.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Students should not have food or drink near the Chromebook.

## RESPONSIBILITY FOR ELECTRONIC DATA

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Riverview Community School District staff. Students are responsible for backing up their data to protect from loss. Users of Riverview Community School District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, 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, and will not visit sites that are degrading, pornographic, racist, or inappropriate.
5. Respect Intellectual Property. I will request permission to use resources. 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 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 against the Acceptable Use of Technology policy.

## SPARE EQUIPMENT AND LENDING

**The student is expected to bring the Chromebook, fully charged, to school each day.**

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. If a student does not bring his/her charged Chromebook to school, the student may be required to borrow a device or charger from the school based on the direction from his/her teacher and if there are any available.

**Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost (\$250) to purchase a new device. All intentional damage will also result in a \$250 charge.**

**SIGNATURE FORM- CHROMEBOOK LEASE**

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

- The Technology Acceptable Use Policy – Riverview Community School District School document.
- Riverview's Chromebook Lease Agreement
- Riverview Community School District owns the Chromebook, software and issued apps through the end of the lease period.
- Students who cease to enroll in Riverview Community School District; the student/parents must return the leased Chromebook in good working order [along with the charger] or pay the cost (\$250) of the unit.

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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Office use only: Serial / ID # of unit issued \_\_\_\_\_  
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**SIGNATURE FORM- STUDENT SUPPLIED CHROMEBOOK**

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

The Technology Acceptable Use Policy – Riverview Community School District School document. I understand my Chromebook will be added to the Riverview Community School District Google Device Management System.

Print Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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Office use only: Serial / ID # of student supplied unit \_\_\_\_\_  
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