

## **Instruction**

### **Exhibit 1 – Use of Technology – Chromebook Agreement**

Students across the district 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 District Technology is a privilege and not a right. Everything done on any District owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, and disciplinary consequences.*

To understand the expectations of District 307, students and their parents/guardians are responsible for reviewing the District's Use of Technology Policy (6:235).

### **Ownership of the Chromebook**

District 307 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, District 307 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.

### **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) and Chromebook Policies and Procedures Handbook when using their Chromebooks
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action (Note: A fully charged Bradley-Bourbonnais Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it 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 the Technology Department (W208)
- 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 ChromeOS operating system supported by the district
- 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

### **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 District 307 technology staff. Students are responsible for backing up their data to protect from loss. Users of 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 and by not forwarding inappropriate materials or communications.
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 illegally obtained online media is against the Use of Technology policy.

## **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 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 to school, the student may be required to borrow a device 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.

## **Warranty and Insurance**

The District will repair or replace damaged equipment resulting from normal use and accidental breakage. **Loss or theft of the device is the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.**

# Signature Form

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

- Use of Technology Policy (6:235)
- The Chromebook Agreement
- The Chromebook Procedures and Information for Students and Parents Guide/Handbook
- That District 307 owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Bradley-Bourbonnais Community High School District 307, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer.
- In no event shall District 307 be held liable to any claim of damage, negligence, or breach of duty

Student Name / Student ID #:

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

**\*Student Signature includes acceptance of the terms above and receipt of device.**

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