



## Maypearl ISD 1:1 Chromebook Agreement

Maypearl Independent School District firmly believes that technological resources are a tremendous source of information that offers countless opportunities for students and staff of the District.

The 1:1 program for students will create an enriched and collaborative learning environment. The purpose of this initiative is to continue with the implementation of rigorous and relevant learning.

### Chromebook Distribution and Delivery

Each year, the Chromebook agreement form must be submitted as part of the registration process.

All students participating in this initiative will be taught the proper use of Chromebooks during the first few weeks of school. At the end of each school year, students must deliver their Chromebooks, cases and charger to the library for maintenance. If a student withdraws from the District, the student must submit the Chromebook on the last day of attendance. If you do not return the Chromebook by the end of the school year or upon withdrawal from the District, a \$400.00 fee will be charged to cover the replacement cost. In addition, the District may file a report of stolen property with the local police if it is not returned. Students are responsible for the harms that the District considers.

### Asset tags

All Chromebooks have a tag marked as district property. Property tags cannot be deleted, modified, or manipulated in any way. Students may be charged a penalty for delivering a Chromebook with an altered label or handing over a Chromebook without the District property tag.

### Cases / Charging Cables

Each student will be given a protective cover for their Chromebook that must be used at all times. Cases should never be removed for any reason. If a student attempts to remove the case and the screen is damaged in any way, the student will be responsible for the repair or replacement of the screen. Students are not allowed to customize the outside of the Chromebook or the cases with stickers, decals or drawings. Although the cases are reinforced to help protect Chromebooks, they are not guaranteed to prevent damage. *It remains the student's responsibility to care for and protect their Chromebook.*

Students will also receive a charger for use at home. Students are expected to bring their charged device to school each day. Under no circumstances, should students allow other students to borrow their charger. At the end of the year or if a student withdraws from the district, the Chromebook (with case on it) and the charger must be returned. Charges will be assigned for missing components.

### Sign in to a Chromebook

Students will log in to their Chromebooks using their account that was given to them by the school. Students should never share account passwords with others, unless requested by an administrator.

## **Chromebook care**

Each student is responsible for the overall care of the Chromebook that the school lent them.

Chromebooks that are damaged or not working properly should be brought to the campus library as soon as possible. Chromebooks owned by the district should never be taken to an external computer service for any repair or maintenance. Students should never leave their Chromebooks and/or chargers unattended.

### **General Precautions**

- Chromebook cases should never be removed or anything be placed inside the Chromebook case.
- Chromebooks should remain free of writing, drawing, stickers, decals, and tags.
- Chromebooks should not be used near food or beverages.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be used with caution with the cable, as that cable can be a tripping hazard.
- Chromebooks should not have heavy objects placed on or near them.
- Chromebooks should be transported carefully and in protective cases provided by the school.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should close after making sure there is nothing on the keyboard.
- Chromebooks should never be placed on the floor.
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or an antistatic cloth.

### **Using the Chromebook in School**

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 his/her teacher or campus administrator. Inappropriate media cannot be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. The sound must be muted at all times unless permission is obtained from a teacher. Students should have their own set of earbuds for health reasons.

Students will be encouraged to publish digitally and share their work with their teachers and peers as much as possible. In the event the student has to print, they will be able to print to the library printer. Students should be cautious when printing and are asked to limit the number of pages sent to the printer. Excessive printing will result in the printer being inaccessible to students. As students and teachers become more accustomed to cloud-based storage, Google Classroom, and other digital applications for assignments, printing needs may change or fade.

### **Using your Chromebook Outside of school**

Students are encouraged to use their Chromebooks for school work at home and outside of school. A Wifi Internet connection will be required for the majority of Chromebook use; however, some applications can be used without being connected to the Internet. Students are bound by the technology guidelines within the Student/Parent Handbook and all other procedures in this document wherever they use their Chromebooks.

## **Operating System and Security**

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS that is supported and managed by the District. The Chromebook operating system, Chrome OS, updates itself automatically. Students must shut down their Chromebooks at least once per week to ensure the updates are able to process. Just closing the Chromebook does not perform a proper shutdown. Students do not need to manually update their Chromebooks unless asked to do so.

## **Virus Protection**

Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including encrypted data and verified startups. There is no need for additional virus protection.

## **Content Filter**

The District uses an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, within the School District network, will have all internet activity monitored by the District. If an educationally valuable site is blocked, a student must contact his/her teacher to request that the site be unblocked. When a student is using the Chromebook outside the school network, the responsibility for using the internet lies with the student and parents.

## **Repairing/Replacing and Handling Theft/Vandalism of Chromebooks**

All Chromebooks in need of repair should be brought to the campus library as soon as possible. The staff will examine the Chromebook and take the appropriate solution path to repair the device.

Estimated costs of repair are subject to change. PLEASE NOTE: The first breakage will be covered by the school district, unless the destruction is determined to be of purposeful and/or malicious intent. Payments for repair and replacement costs will be made through the MySchoolBucks, found on the MISD website.

The following are estimated costs of Chromebook parts and replacements (subject to change):

- Total Replacement \$400.00
- Screen \$125.00
- Keyboard \$35.00
- Touchpad \$30.00
- Charger \$35.00
- Case \$20.00

## **Stolen or Vandalized Chromebooks**

If a chromebook is stolen or vandalized during the school day, students or parents should contact the campus office as soon as possible. If a student's Chromebook is stolen or vandalized outside of the school day, then students and parents should contact the proper local law enforcement and then the campus office to report the theft.

## **No Expectations of Privacy**

Students have no expectation of confidentiality or privacy with respect to any use of a Chromebook, regardless of whether it is used for district-related or personal purposes, other than specifically provided by law. The District may, without notice or consent, log, supervise, access, view, monitor, and record use of the Chromebook at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such access, monitoring and recording of their use. A paper or electronic report can be generated to include, but not limited to, the user log and record of use. The generated report can be shared with Maypearl ISD administrators, parents and/or law enforcement.

## **Appropriate uses and digital standards**

School-issued Chromebooks should be used for educational purposes and students must adhere to the technology guidelines within the Student/Parent Handbook signed at the beginning of the school year and all its corresponding administrative procedures at all times. Students who violate such guidelines or other procedures in the Student Handbook, MISD Code of Conduct and this agreement will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and their network privileges at school suspended.

## **Device Loan Terms**

Students will comply at all times with the 1:1 Chromebook Policy and the Maypearl ISD Acceptable Use Policy, which is available on the Maypearl ISD website. Any failure to comply may immediately terminate the student's ability to possess and use the device. In addition, the District may confiscate the device and restrict access to the network. The device belongs to, and will always belong to Maypearl ISD, and must be returned at the end of the school year or upon withdrawal from Maypearl ISD.

Students and families should understand that at any time the device may be claimed by the campus and/or district administration for regular, random, or targeted inspections and investigations. Parents and students must submit to such action without hesitation.

## **Appropriation**

Failure to return the device or using it for non-school purposes without the District's consent may be considered an unlawful appropriation of District property.

## **Return the device**

The devices will be returned to the school district during the summer for updates and maintenance. Every effort will be taken for the students to receive the same device when they return in the fall.

Students leaving the district or graduating must return the device and pay all outstanding fees.

## **Risk**

Controlling materials on the network/Internet/email is impossible. Sites available via the network/Internet may contain illegal, defamatory, inaccurate, or controversial.

With global access to computers and people, there is a risk that students may access material that may not have educational value in the school environment.

- **User Responsibility:** Network/Internet/email users, like traditional library users, are responsible for their actions in accessing or disseminating information. Users will be asked to review and agree to the district's *Responsible Use of Technology Agreement*.
- **District Responsibilities:** Education on the proper use of technology resources will be provided for employees and students with an emphasis on safe and ethical use. Education promotes student safety in electronic communications including the internet, appropriate online behavior, and cyberbullying awareness and response.

## Network/Internet/Email-Terms and Conditions

Maypearl ISD network/ Internet/email access may be used to improve learning and instruction. The use of these tools must be in alignment with the educational goals of Maypearl ISD. Maypearl ISD expects a legal, ethical and efficient use of the network/Internet/email.

- **Privilege:** Use of a Maypearl ISD network/Internet/email account is a privilege, not a right.
- **Subject to System Administration:** All Maypearl ISD network/Internet/email account usage is subject to monitoring by assigned technology staff for virus scanning or inappropriate use.

## Inappropriate Use

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, and/or that hinder the integrity or security of this or any networks connected to the network/Internet.

- **Violation of Law:** Transmission of any material in violation of the U.S. or state law is prohibited. This includes, but is not limited to, the following: copyrighted material; threatening, harassing or obscene material; or material protected by trade secret. Any attempt to break the law using a Maypearl ISD resource may result in litigation against the offender by the proper authorities. If such an event occurs, Maypearl ISD will comply with the authorities to provide any information necessary for the litigation process.
- **Commercial use:** Use of commercial, income generating or “for profit” activities, product advertisement, or political lobbying is prohibited. Sending unsolicited junk mail or chain letters is prohibited.
- **Vandalism/Mischief:** Vandalism and mischief are prohibited. Vandalism is defined as any malicious attempt to damage or destroy data of another user, the network/internet, or any network or systems that are connected to the network/internet. This includes, but is not limited to, the creation or propagation of computer viruses, participation in denial-of-service attacks, attempting to bypass any security measures or internet filters. Any interference with the work of other users, with or without malicious intent, is interpreted as mischief and is strictly prohibited.
- **Email violations:** Forgery of email messages is prohibited. Reading, deleting, copying, or modifying the email of other users is prohibited.
- **File/data violations:** Deleting, examining, copying, and/or modifying files and/or data that belongs to other users are prohibited.

- **System interference/alteration:** Attempts to exceed, evade, or change resource quotas are prohibited. Creating network congestion through mass consumption of system resources is prohibited.

## Consequences of the Agreement Violation

Any attempt to violate the provisions of this agreement will result in the revocation of the user's access privilege, regardless of the success or failure of the attempt. In addition, disciplinary action and/or appropriate legal action may be taken.

- **Final Determination:** The District Superintendent or designee will make final determination as to what constitutes inappropriate use.
- **Denial, Revocation or Suspension of Access:** District and/or campus leadership, in accordance with Maypearl ISD disciplinary procedures, may deny, revoke or suspend access as necessary.

## Safety

- **High priority:** Security on any computer system is a high priority, especially when the system involves many users.
- **Reporting Security Problems:** If a user identifies or has knowledge of a security problem in the network, the user must notify campus leadership and/or technology leadership. The security problem should not be shown to other users.
- **Impersonation:** Attempts to log in to any MISD provided resource as anyone other than yourself is strictly prohibited. Any attempt to do so may result in the loss of network, internet or other technology privileges.
- **Security Access Revocation:** Any user identified as a security risk or who has a history of problems with other computer systems may be denied access to the network/internet.

## Legal Notice

This agreement applies to stand-alone units as well as units connected to the network/internet.

Maypearl ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Maypearl ISD is not responsible for damages suffered by users. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its negligence or user errors or omissions. Maypearl ISD is not responsible for telephone/credit card bills or any other charges incurred by users. Use of any information obtained via the network/internet is at the user's own risk. Maypearl ISD specifically denies any responsibility for the accuracy of quality or information obtained through its services.

Pupil nondiscrimination statement: It is the policy of the School District of Maypearl that no person may be denied admission to any public school or denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

**It's very exciting to have a device of your own! But your device comes with responsibilities you have to follow. Let's talk about how to take care of your device!**

## **Things You're Expected to Do**

- It's your responsibility to bring your device to school every day... CHARGED! So before you go to bed at night, be sure to put your chromebook on a hard, flat surface and plug it in! And don't forget to take it to school!
- You will have to abide by Maypearl's Student Code of Conduct and Maypearl ISD Acceptable Use Policy. These rules are in place to keep you safe, protect our equipment, and to make sure you can enjoy using your device.
- You will have to follow the guidelines provided by your teacher regarding your device. Each teacher will review their expectations in the classroom and their rules for use in the classroom. If you ever get confused... don't hesitate to ask!
- Treat your device with respect and take good care of it!
- Have fun using your device to learn!

## **Fun things you can do**

- You can customize your wallpaper and Chrome theme... as long as school rules for appropriateness and copyright are respected.
- You can use the built-in webcam to take a picture for your avatar! You can even use filters to make your photo look great - there are some that are incorporated directly into your device. Please make sure you follow all of the school's dress rules and code of conduct when taking your photo.
- You can log in and check your email, jump into Parent Portal and check your grades, create work and store on your Google Drive (which by the way has unlimited storage), and you can access the internet so you can do homework, research for a project, etc. You'll connect through Maypearl ISD, so the same filters you pass at school will be active when you're at home as well.

## **Things You Really Shouldn't Do**

- Never take the case off of your Chromebook or place stickers on the Chromebook or case.
- Never give your username and password to anyone else... students should not lend their devices to others.
- Try to always use your device on a hard, flat surface. Placing your device on a soft surface (such as a bed, blanket, pillow, or sofa) can cause the device to overheat and break!
- Do not eat or drink near your device! You will be responsible for damages if an accident occurs... and we don't want that!
- Do not try to go around the Maypearl ISD filters, it is not allowed and you may lose your device if you do.
- Don't put anything on the keyboard - you can forget it's there and close the lid... this could crack the screen.
- Never place your Chromebook on the floor. It could be accidentally stepped on.
- Watch out for your cord! Don't lose it, run over it, let the dog chew it... you're going to need that power!
- Be careful how you carry your device . Two hands are always better than one! If it's in your backpack, make sure you don't throw it around or sit on it! Crunch!

# Maypearl ISD



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The signatures below (or in the online registration portal) represent your agreement and understanding of these policies and procedures referenced in the Chromebook Agreement and Student Code of Conduct/Student Handbook Acceptable Use Policy.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_