

Hamilton Unified School District

CHROMEBOOK/DEVICE USER AGREEMENT

In order to use a HUSD owned Chromebook/Device and/or bring a personal device to school, students and parents/guardians must agree to the terms of the "*Chromebook/Device User Agreement*", and the "*HUSD Internet and Electronic Mail Acceptable Use Form*".

1. **OWNERSHIP:** The device(s) and related equipment remain the property of Hamilton Unified School District. The District retains the sole right of possession of the Chromebook and related equipment. Devices provided by HUSD are filtered and monitored via GoGuardian and Beacon. All files are stored on a HUSD account and can be accessed by district staff at any time.

The District retains the right to collect and/or inspect the device(s) at any time and to alter, add or delete installed software or hardware. The device(s) will be collected at the end of each school year for inventory and maintenance purposes.

Any student who withdraws from the device(s) program or from HUSD must return the device(s) to the school office.

2. **LOSS OR DAMAGE TO THE CHROMEBOOK:** Student must report loss or damage of the device(s) to the school office immediately. NOTE: HUSD is not responsible for lost, stolen or damages to personal/family owned devices. If the device(s) is lost, or damaged due to abuse or neglect, the student must pay a loss/damage fee up to \$250 (please see attached HUSD Chromebook/Device Damage Fees list for cost itemization).

3. **STANDARDS OF USE FOR THE CHROMEBOOK:**

Student Responsibilities:

- Bring the device(s) in its carrying case and the charging unit to school every day, unless instructed by your teacher to leave it at home.
- "My device was left at home" is not an acceptable excuse for not submitting work. At the teacher's discretion, students who forget their device(s) at home may be given an alternative assignment.
- Keep the device(s) in a secure location when it is not at school.
- Do not leave the device(s) unattended.
- Adhere to the "HUSD Acceptable Use Contract" at all times.
- Do not alter the device(s) in any way.
- Never loan out your device(s) to other individuals.
- Charge your device(s) battery daily.
- Do not remove any serial numbers, barcodes or other identifying labels from the device(s).
- Protect the device(s) from damage from food, liquids or other harmful materials and from extremes of heat and cold.
- Do not disassemble any part of your device(s) or attempt any repairs.
- Only use your device(s) in ways that are appropriate and educational.
- Do not place decorations (such as stickers, markers, etc.) on the HUSD device(s).
- Understand that your device(s) is subject to inspection at any time without notice.
- Be responsible for all damage or loss caused by neglect or abuse.
- Agree to pay for your device(s), power cords, and battery in the event any of these items are lost or stolen.
- Agree to return the device(s) and power cords in good working condition.

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I have read and will adhere to the policies of this Chromebook/Device User Agreement. Failure to abide by the terms of this agreement and policies set forth herein may result in a loss of use of the equipment, transfer out of the class for which this equipment is used or further discipline as determined by the District. I further agree that I shall be responsible for all costs due to damage to the device(s) and am responsible for paying a fee if the device(s) is lost.

4. CONSEQUENCES FOR DEVICE:

DAMAGED/LOST CHROMEBOOKS: Please understand that lost or damaged Chromebooks will be subject to the fee listed later in the document. Hamilton Unified School District does understand that accidents happen and the fees will be administered in three tiers that are listed below.

Tiers	Fee
First Offense: District will pay for the repair or replacement depending on the situation. Egregious offenses can be moved to the third tier.	No fee as the District will cover the repair or replacement of the Chromebook or it's accessories.
Second Offense: District will pay for half of the repair or replacement depending on the situation. Egregious offenses can be moved to the third tier.	District will cover half the cost of the repair. A fee will be assessed to the student/parents to cover the remaining cost.
Third Offense: Student/Parent will cover the full cost of repair or replacement of Chromebook or it's accessories.	Student/Parent will cover the full cost of repair or replacement.

Monitoring of device(s) for violations is ongoing. Any misuse may result in the consequences listed.

*Device= Any district issued Chromebook/Device

Student Use of Technology

ACCEPTABLE USE AGREEMENT AND RELEASE OF DISTRICT FROM LIABILITY (STUDENTS)

The Hamilton Unified School District authorizes students to use technology owned or otherwise provided by the district as necessary for instructional purposes. The use of district technology is a privilege permitted at the district's discretion and is subject to the conditions and restrictions set forth in applicable Board policies, administrative regulations, and this Acceptable Use Agreement. The district reserves the right to suspend access at any time, without notice, for any reason.

The district expects all students to use technology responsibly in order to avoid potential problems and liability. The district may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use district technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions:

District technology includes, but is not limited to, computers, the district's computer network including servers and wireless computer networking technology (wi-fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through district-owned or personally owned equipment or devices.

Student Obligations and Responsibilities:

Students are expected to use district technology safely, responsibly, and for educational purposes only. The student in whose name

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district technology is issued is responsible for its proper use at all times. Students shall not share their assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using district technology for improper purposes, including, but not limited to, use of district technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying")
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights
5. Intentionally disrupt or harm district technology or other district operations (such as destroying district equipment, placing a virus on district computers, adding or removing a computer program without permission from a teacher or other district personnel, changing settings on shared computers)
6. Install unauthorized software
7. "Hack" into the system to manipulate data of the district or other users
8. Engage in or promote any practice that is unethical or violates any law or Board policy, administrative regulation, or district practice
9. Employing the network for commercial purposes.

Privacy:

Since the use of district technology is intended for educational purposes, students shall not have any expectation of privacy in any use of district technology.

The district reserves the right to monitor and record all use of district technology, including, but not limited to, access to the Internet or social media, communications sent or received from district technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or prohibited activity. Students should be aware that, in most instances, their use of district technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any district technology are the sole property of the district. The creation or use of a password by a student on district technology does not create a reasonable expectation of privacy.

Personally Owned Devices:

If a student uses a personally owned device to access district technology, he/she shall abide by all applicable Board policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting:

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of district technology, he/she shall immediately report such information to the teacher or other district

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personnel.

Consequences for Violation:

Violations of the law, Board policy, or this agreement may result in revocation of a student's access to district technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, Board policy, or this agreement may be reported to law enforcement agencies as appropriate.

Hamilton Unified School District Chromebook/Device Damage Fees

Listed below are the cost of damages/repair:

Part:	Cost:
Full Replacement (abuse, lost, stolen)	\$250
Charger	\$50
Screen	\$100
Keyboard	\$75
Case Damage (scratches, abrasions, vandalism, etc.)	To be assessed