



Guntersville City Schools
1:1 Handbook

Framework

G-link

G-link is the Guntersville City Schools plan to use instructional technology to support student learning and instructional practices that are engaging, challenging, standards-based, and effective. A key component is the implementation of a 1:1 Chromebook model. In a 1:1 model, all students have a Chromebook. This allows for the integration of technology into all learning environments.

The 1:1 Model of Instructional Technology

Research shows that there can be many positive benefits associated with providing Chromebooks to students. These include increased student technology use, improved student performance, more efficient and effective communication with families, more student-centered and project-based instruction, greater student engagement, increased teacher collaboration, and better relationships between students and teachers. The key to achieving these benefits is effective implementation.

Standards

In addition to the Alabama Course of Study in Technology Education, the Guntersville City Schools have adopted the International Society for Technology in Education Standards to guide G-link.

1. Empowered Learner - Students leverage technology to take an active role in choosing, achieving, and demonstrating competency in their learning goals, informed by the learning sciences.
2. Digital Citizen - Students recognize the rights, responsibilities, and opportunities of living, learning, and working in an interconnected digital world, and they act and model in ways that are safe, legal, and ethical.
3. Knowledge Constructor - Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts, and make meaningful learning experiences for themselves and others.
4. Innovative Designer - Students use a variety of technologies within a design process to identify and solve problems by creating new, useful, or imaginative solutions.
5. Computational Thinker - Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.
6. Creative Communicator - Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.
7. Global Collaborator - Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams- locally and globally.

Information for Participants

Students are eligible to check out G-link 1:1 Chromebooks upon completion of the following requirements:

- Parent and student signatures on the Chromebook Usage Form
- Parent and student signatures on the 1:1 Handbook Agreement

Each Student Receives

- Chromebook
- Original Equipment Manufacturer (OEM) Charging Cable
- Protective Cover

Resources

- Web Page: [G-link Website](#)

Technology Support Plan

- When a student has a problem with a G-link 1:1 Chromebook, he/she must meet with the School Media Specialist, who will complete an intake and initiate the next steps.
- The Media Specialist will refer needed repairs to the Technology Department, determine responsibility, and if needed, will assign fees, issue a loaner, send a letter to parents, and refer discipline concerns to school administration.
- For more information, refer to the *Damage and Loss Guidelines* in this document.

1:1 Chromebook Distribution for Parents and Students

- Before a student can check out a G-link 1:1 Chromebook, a parent must sign the following forms available online on the G-link [Parent Resource](#) page.
 - Chromebook Usage Form - Permission Form
 - G-link 1:1 Handbook Acknowledgement Form
 - Student Handbook Acknowledgement Form
 - Approved Personal Chromebook Procedures Form - Permission Form (Only if using a personal Chromebook that meets specifications.)
 - **PARENT SIGNATURE MUST BE ON ALL FORMS.**
 - **Technology Use Fee**

1:1 Chromebook Training/Professional Development for Parents/Guardians

- Information can be viewed on the G-link webpage. Content will include guidelines for loss and/or damage, G-link 1:1 Handbook overview, Technology Use Policy overview, and digital citizenship for families.

1:1 Chromebook Training/Professional Development for Staff

- The Instructional Technology Team will provide instruction on the use and implementation of Chromebooks.
- Content will include guidelines for loss and/or damage, 1:1 Handbook overview, Technology Use Policy overview, Chromebook care, digital citizenship, tech support requests, managing digital learning in the classroom, a review of school-level logistics for charging Chromebooks and safe storage of Chromebooks on campus, plans for reassignment of school-based Chromebook carts, and instructional technology resources on the web.

1:1 Check Out and Return Processes

- Schools will schedule Chromebook check out. Checkouts are managed through the school-level Instructional Technology Team. The process will be similar to checking out a library book.
- At checkout, each student will
 - have a G-link 1:1 Chromebook checked out.
 - receive a cover that may not be removed except by a member of the Technology Department.
 - have a name label applied in the appropriate space on the Chromebook (that should not be removed).
 - receive a charging cable with a name label applied in the appropriate space (that should not be removed).
- At various times, the Technology Team will recheck G-link 1:1 Chromebooks, charging cables, and covers. Schools will arrange this process.
- When a student withdraws the G-link 1:1 Chromebook, the charging cable, and cover must be returned to the Technology Team before leaving.
- Chromebooks must be turned in before the student's last day of school.
- Police reports will be filed for school-owned Chromebooks if they are not returned.

Charging Chromebooks at School and Using Loaner Chromebooks

- It is the responsibility of the student to bring the G-link 1:1 Chromebook to school fully charged. If the G-link 1:1 Chromebook is used most of the day it may run low on charge. A charging station is provided in the media center. **There will be no loaner chargers available.**
- A small number of Chromebooks will be stored at the school to be checked out as loaners. Qualification for a loaner will be determined by the Media Specialist. It is the student's responsibility to arrive at school prepared. Showing up to school without your Chromebook and/or with a Chromebook not charged can result in disciplinary action.
- Students who have not paid the Technology Use Fee or other Technology Balances must check out and check in their assigned Chromebook each school day until the balance is paid. Failure to return the assigned Chromebook each day may result in disciplinary action.

- Students who have forgotten their Chromebook may check out a Chromebook between 7:30 am and 7:45 am from the Media Center. It is then the responsibility of the student to check the unit back in during the last 30 minutes of the school day. Failure to do so may result in disciplinary action.
- When a student has forgotten their Chromebook for the third time per semester, they will be referred to the office for a disciplinary warning. On the fifth offense, the student will be required to turn in their Chromebook for the rest of the semester. The student will be required to check out and return a loaner Chromebook every school day.

Guidelines for Chromebook Use and Care

Responsibility for Chromebooks

- Each Chromebook is the property of Guntersville City Schools and is individually labeled and inventoried (by inventory number and Chromebook serial number) to the individual student to whom it has been loaned. **Each student and parent/guardian who has checked out a Chromebook is responsible for proper care and use of the Chromebook.**

Responsibility for Internet Use

- Guntersville City Schools employs a CIPA, compliant Internet filter; therefore, to the greatest extent possible, the school network is filtered for content. Although Guntersville City Schools makes every effort to minimize a student’s exposure to inappropriate material through the use of the Internet filter, **it is ultimately the responsibility of parents/guardians of students to establish and communicate standards that their children should follow when using electronic resources such as the Internet.**

Acceptable Use Procedure

The entire Acceptable Use Procedure can be viewed on the [G-link Website](#).

Purpose:

The purpose of the Guntersville City Schools (GCS) Acceptable Use Procedure (AUP) is to facilitate communications and collaboration between members of the Guntersville City Schools community, which includes both staff and students. Technology provides expanded educational opportunities through resource sharing, innovation, and communication.

Child Internet Protection Act/Neighborhood Child Internet Protection Policy:

CIPA:

In accordance with CIPA guidelines, Guntersville City Schools has implemented a “technology protection measure” – generally referred to as an Internet filter – to block access to visual depictions deemed “obscene,” “child pornography,” and/or “harmful to minors.”

NCIPA:

Guntersville City Schools also comply with the NCIPA provisions:

- “the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications” (i.e. instant messaging, social media, etc.)
- “unauthorized access, including so-called ‘hacking,’ and other unlawful activities by minors online”
- “measures designed to restrict minors’ access to material harmful to minors”

Expectations for Chromebook Care:

- Keep the Chromebook secure and damage-free.
- Do not allow others to use the Chromebook, charger, or cords.
- Do not use a 1:1 Chromebook that is not yours.
- Do not leave the Chromebook in a vehicle.
- Do not leave the Chromebook unattended at school or away from school.
- Do not eat or have food or drinks near the Chromebook.
- Do not allow pets near the Chromebook or charger.
- Do not place the Chromebook on the floor or on a sitting area such as a chair or couch.
- Do not leave the Chromebook near table or desk edges.
- Do not stack objects on top of the Chromebook.
- Do not leave the Chromebook outside.
- Do not use the Chromebook near water.
- Do not check the Chromebook as luggage at the airport.
- Back up data and other important files regularly. Guntersville City Schools will perform maintenance on the Chromebook by imaging. All files not backed up to server storage space or other storage Chromebooks will be deleted during this process.
- Be sure your Chromebook is fully charged for school every day.
- Clean your Chromebook with a soft, lint-free cloth (microfiber is recommended) only. Do not use water or any type of cleaner.
- Move your Chromebook with two hands with the lid closed. Never throw, drop, or slide your Chromebook. Never lift it by the screen.
- Carefully place your Chromebook in a protective area in your backpack. It is **STRONGLY** recommended that you purchase a sleeve for your Chromebook to prevent scratching and other damages when inside the backpack. Excessive scratching will result in a replacement cost.

- Keep your Chromebook and charger in new condition. Do not mark on, write on, or otherwise alter the Chromebook, charger, protective cover, or district tags.
- If you alter the Chromebook or protective cover in some way, including marking or placing stickers on it, you will have to pay for a replacement.
- Carefully connect and disconnect cords, cables, etc. Place cords and cables out of walkways.
- Do not place a Chromebook in an over-packed backpack that can place pressure on the unit and break the screen or next to items that could scratch the Chromebook causing damage. (example: spiral notebook, staples, paperclips, etc.)
- Do not throw your backpack with the Chromebook in it.
- Do not plug in your Chromebook during a lightning storm and always use a power strip with surge protection.
- Students may install only approved applications, add-ons, or extensions without specific permission to do so from the technology department.
- All files, including music and video, used on 1:1 Chromebooks should comply with all Guntersville City Schools policies including being appropriate for students to use at school.
- Ask a media specialist or teacher if there is a problem with your Chromebook. Do not attempt to access the internal electronics of the Chromebook. Do not seek assistance with a problem from anyone other than a teacher or the technical support system.
- Use of extensions on student-issued Chromebooks should be age-appropriate and contribute positively to their educational experience.
- All use of media-streaming services should follow all legal and policy requirements including copyright.
- Many peripherals can be connected to the 1:1 Chromebooks, including mice, secondary monitors/TVs, USB flash drives, etc. The Technology Department will not provide support for peripherals not distributed with the Chromebooks or provided by the Technology Department.
- Abide by the Technology Use Policy and Code of Conduct at all times. This includes, but is not limited to, using school-appropriate images and text on personalized screensavers and background pictures; interacting with classmates, staff, and others as you would in a classroom; and maintaining the privacy of your login information.

Damage and Loss Guidelines

When there is a problem with a G-link 1:1 Chromebook, the student must notify a teacher and media specialist. The media specialist will complete an intake and determine the next steps. These will include referring needed repairs to the Technology Department, determining responsibility, issuing a loaner if appropriate, sending a letter to parents if needed, and referring discipline concerns to school administration.

Normal Wear and Tear

Normal wear and tear is expected for 1:1 Chromebooks and charging cables. The Guntersville City Schools Technology Department will determine if normal wear and tear has occurred then will assess costs and process all repairs/replacements.

Damage

If damage occurs to a G-link 1:1 Chromebook, charging cable, and/or protective cover from a lack of care or intentional damage, the full cost of the repair must be paid for by the student's parent/guardian.

The Technology Department will determine if damage is due to lack of care or intentional damage has occurred and will process all repairs. Each student will be held accountable for damage to the Chromebook unless there is clear evidence and documentation that the damage was caused by someone else. **If intentional damage is equal to or greater than the cost of the unit, the cost will be the market value of a new unit.** After two device repairs (not counting manufacturer defects) the student will have to check out and return a loaner Chromebook **every school day** from the Media Specialist. If the Chromebook is **not** returned daily, disciplinary action may be taken. After two device repairs (issued or loaner), the student is responsible for the full cost of any damage which may result in disciplinary action.

Loss or Theft

If a G-link 1:1 Chromebook issued to a student is lost or stolen, a report will be filed with the police department. The student's parent/guardian must pay the full cost of replacing the G-link 1:1 Chromebook. Once one-half of the replacement cost has been paid, a replacement Chromebook will be ordered and a (take-home) loaner Chromebook will be issued to the student. The full cost of any replacement will be determined by market value at the time of replacement.

Current Costs

At this time, the cost of a replacement Chromebook is \$424. The cost of a replacement charging cable is \$60. The cost of a protective cover is \$20. These costs are subject to change depending on what it costs to purchase replacements.

Non-Payment

If replacement or damage costs are not paid at the time a student leaves or withdraws from Guntersville High School, The Guntersville City Schools will:

- **Set up a payment plan** for the parent/guardian.
- **File a police report** if the parent/guardian does not comply with the payment plan, or withdraws their child without agreeing to a payment plan.

Chromebook Return items:

- Issued G-Link 1:1 Chromebook Computer
 - Chromebooks must be charged before turn-in.
 - Chromebooks must be turned in by the assigned student or legal guardian of the assigned student.
- Original Equipment Manufacturer (OEM) Charging Cable
- Protective Cover

Appendix

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Guntersville City Schools Technology Use Procedure

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- “unauthorized access, including so-called ‘hacking,’ and other unlawful activities by minors online”
- “measures designed to restrict minors’ access to material harmful to minors”

Applicability:

This policy applies to each member of the Guntersville City School System—whether at educational institutions or elsewhere—and refers to all information sources, whether individually controlled or shared, stand-alone, or networked. The Guntersville City Board of Education shall remain the final authority on the use of the Internet/Network and issuance of user accounts.

Technology policies will be reviewed annually. Students will be trained on these policies as it relates to CIPA and NCIPA. Parents will be responsible for reviewing policies and signing the agreement thereof.

Privileges and Rights:

The use of technology is a privilege, not a right. If a student is using a personally owned electronic device on school grounds, it is subject to the Technology Use Policy. Software will be used to block access to inappropriate materials, and students must be taught responsible use of technology. While using technology, students and staff must conduct themselves in a responsible, ethical, and polite manner. All users have certain privileges and rights. Users of technology must be aware that Guntersville City Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.

These rights include:

Privacy—If a user is believed to be in violation of the guidelines, a system administrator may review communications, data files, and any other electronic media to maintain system integrity and to ensure that students/staff are using the system responsibly. Students and staff should not have any reasonable expectations of privacy. Information and data contained on school-owned equipment and/or cloud services, even if it is password protected, is subject to review. Guntersville City Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received, either via the Internet, an email facility, telephone, or otherwise.

Safety—Any user who receives threatening or unwelcome communications should bring them to the attention of a system administrator or teacher.

Intellectual Freedom—Any statement of personal belief is implicitly understood to be representative of the author's individual point of view and not that of the school.

Inappropriate Materials or Language—Profane, abusive, or impolite language (cyberbullying, sexting) should not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior.

Equal Access—All users will be granted equal access to technology unless disciplinary measures have been taken. No single user should monopolize the workstations.

Data Security:

All employees shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures. Please refer to the Gunterville Data Governance Policy for further details.

Elementary School Students:

With parental permission, students in grades K-5 may be granted an individual Internet/Network account. Teachers are obligated to directly supervise student use of technology.

Students will:

- a. Meet with a trained faculty member to review the Technology Use Policy (TUP) each year.
- b. Read and agree to follow the TUP (The student and parents' or guardians' signatures on the application form formalizes the agreement.)
- c. Successfully complete the student Internet safety training annually (including CIPA and NCIPA).

Secondary School Students:

With parental permission, students in grades 6-12 may be granted an individual Internet/Network account.

Students will:

- a. Meet with a trained faculty member to review the Technology Use Policy (TUP) each year.
- b. Read and agree to follow the TUP (The student and parents' or guardians' signatures on the application form formalizes the agreement.)
- c. Successfully complete the student Internet safety training annually (including CIPA and NCIPA).

**SIGN AND RETURN THIS PAGE.
THE FOLLOWING PAGES ARE FOR YOUR RECORDS.**

Students:

A student will be granted an Internet/Network account after reading and agreeing to following the Technology Use Policy. Each GCS student will be required to have a signed copy of the TUP/Copyright Application on file. The student will be responsible for the use of the account and for the confidentiality of the password.

Training: Training programs will be provided for students.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Faculty and Staff:

A faculty or staff member will be granted an Internet/Network account when he/she reads and agrees to follow the Technology Use Policy. Each GCS employee will be required to have on file a signed copy of the TUP/Copyright Application. The employee will be responsible for the use of the account and for the confidentiality of the password.

Training: Training programs will be provided for staff.

Faculty/Staff Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Guntersville City Schools Copyright Policy

Purpose:

The Guntersville City School Board recognizes and abides by the Federal Copyright Law of 1976. Legal References: P.L. 94 – 553. (U.S. Code, Title 17). In recognizing the importance of the Copyright Law of the United States the GCBOE hereby notifies all employees and students that a willful infringement of the law may result in disciplinary action.

The Guntersville City School System recognizes and abides by the Federal Copyright Law of 1976. Legal references: P.L. 94-553. (U.S. Code, Title 17).

Responsibilities:

- a. Any use or reproduction of copyrighted materials will be done either with the written permission of the copyright holder or within the bounds of "Fair Use" guidelines provided in the Copyright Act; otherwise, the individual responsible for use or reproduction may be liable for infringing the copyright under existing laws.
- b. Services that deny the use of any copyrighted material due to the End User License Agreement (EULA) may not be used within a "Fair Use" environment. For example, Netflix specifically denies replaying any of its content in a public setting. Grant of Limited License.
"Netflix grants you (which, for purposes of this License Agreement, shall include members of your immediate household for whom you will be responsible hereunder and users of the Netflix ready device with which you are accessing the Netflix service and for whom you will be responsible hereunder) a non-exclusive, limited, personal and non transferable license, subject to and conditioned on your compliance with the restrictions set forth in this License Agreement, to install and use the Software, in object code form only, provided to you by or on behalf of Netflix in connection with your use of the Netflix service."
- c. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student's or employee's responsibility to secure proper usage permission.
- d. Written permission to post student work on the Internet is obtained through the Guntersville City Schools Technology Usage Agreement.
- e. The school board will not provide legal support in such a case where the person has been notified that the potential infringement existed and the individual still has pursued utilizing the materials in such a manner as to result in infringement.

GUNTERSVILLE CITY SCHOOLS – APPROVED PERSONAL CHROMEBOOK FORM

Possession/Use of Personal Chromebooks:

- Students bring approved Chromebooks to school **at their own risk** and take full responsibility for personal Chromebooks at all times.
- The Guntersville City Board of Education and its faculty and staff are not responsible for any damaged, destroyed, lost, missing, or stolen Chromebooks.
- If a student has a device and it is damaged, destroyed, lost, or stolen, school officials are not required to investigate the incident, nor will the school system have any financial responsibility for the device.
- Each student is responsible for his/her own personal Chromebook: maintenance and charging.
- District employees will not diagnose, troubleshoot, or repair a student’s personal Chromebook.

Approved Chromebook Device Minimum Criteria:

- Any Chromebook brand (Acer, Asus, Dell, HP, Lenovo, Samsung, etc.)
- Must be touchscreen
- The screen must be able to flip around and activate in tablet mode.
- Must be managed by Guntersville City Schools
 - Parent/guardian must sign this agreement to release the personal Chromebook at registration
- Chromebooks must access the Internet via the Guntersville City Schools’ wireless network.
- These Chromebooks must be capable of accessing the Internet using the district wireless network only. 3G, 4G, or LTE access will not be allowed while on school property during school hours.
- The permission for such Chromebooks to be brought to school will be at the discretion of the local school administration.

Personal Chromebook Usage:

- Personal Chromebooks may not be used to record, transmit, or post images or video of a person or persons on campus during school activities and/or hours unless permitted as allowed by the Guntersville City Schools’ Acceptable Use Policy (AUP).
- The school district may collect and examine any personal Chromebook at any time for the purpose of enforcing the terms of this agreement, investigating student discipline issues, or for any other school-related purpose.
- To comply with Federal regulations, all student-owned Chromebooks will be subject to the district internet filtering policies.

By signing, I understand and agree to the above procedures. I also agree that this Chromebook must be registered and managed by Guntersville City Schools prior to use.

DATE: _____

PRINT STUDENT NAME: _____

PARENT/GUARDIAN SIGNATURE: _____

CHROMEBOOK USAGE FORM

Responsibility for Chromebooks

- Each Chromebook is property of Guntersville City Schools and is individually labeled and inventoried (by Inventory number and Chromebook serial number) to the individual student to whom it has been loaned. **Each student who has checked out a Chromebook and his/her parents/guardians are responsible for proper care and use of the Chromebook and for following the G-link 1:1 Handbook.**
- It is the student's responsibility to arrive at school prepared. Showing up to school without your Chromebook and/or with a Chromebook not charged can result in disciplinary action.

Responsibility for Internet Use

- Guntersville City Schools employ a CIPA-compliant Internet filter; therefore, to the greatest extent possible, the school network is filtered for content. Although Guntersville City Schools makes every effort to minimize a student's exposure to inappropriate material through the use of the Internet filter, **it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources such as the Internet.**

Chromebook Liability

- Required Technology Use Fee is \$50 per device per year.
- Lost or stolen chargers will result in a fee of the current market value. (Available at the Media Center)
- Lost, stolen, or damaged school-owned covers (stickers, scratches, etc.) will result in a current market value fee.
- Current Replacement costs: Chromebook (\$424), 45-watt charger (\$40), 65-watt charger (\$60), protective case (\$20).
- For complete details, please reference the G-link 1:1 Handbook - Damage and Loss guidelines.

Chromebook Selection

School-Issued Chromebook

Approved Personal Chromebook

Checked-out

Technology Use Fee Paid: YES NO

Accounting Initials: _____

If **NO** is selected, then the student must check out a unit between 7:30 am and 7:45 am and check in the unit during the last 30 minutes of the school day. Failure to return the unit each day may result in disciplinary action.

IT Initials: _____

Inventory Number: _____

Notes:

HW _____

I HAVE READ, UNDERSTAND, AND AGREE TO ABIDE BY THE AUP (ACCEPTABLE USE POLICY) AND THE RULES, EXPECTATIONS, AND INFORMATION FOUND IN THE G-LINK 1:1 HANDBOOK OF GUNTERSVILLE CITY SCHOOLS. THE G-LINK 1:1 HANDBOOK AND THE AUP MAY BE FOUND UNDER THE PARENT RESOURCES WEBSITE LINK.

****Student Name (Printed):** _____

****Parent/Guardian Signature:** _____ **Additional Signatures On Back**→

G-link 1:1 Handbook Acknowledgement Form

By signing below, I agree to the following:

- I have read the Acceptable Use Policy (AUP).
- I completed the Chromebook Usage Form.
- I completed the Approved Personal Chromebook Form (if applicable).
- I have read the Guntersville City Schools G-link 1:1 Handbook and understand the content of that document.
- I will supervise my child's use of the 1:1 Chromebook and the charging cable issued to him/her.
- I will abide by the Damage and Loss Guidelines and will pay any associated costs as outlined in the Guntersville City Schools G-link 1:1 Handbook.

Printed Student Name: _____

School: _____

Printed Parent Name: _____

Parent Signature: _____

Date: _____