



**SOUTHWEST
DUBOIS COUNTY
SCHOOL CORPORATION**

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

- A. Student Device Responsible Use of Technology Agreement
- B. Chromebook Agreement
- C. Website and Social Media Guidelines
- D. That the Chromebook, software, and issued peripherals are owned by the school.
- E. If the student ceases to be enrolled, the student/family agrees to return the Chromebook and charger in good working order or pay the full replacement cost.
- F. In no event shall SW Dubois be held liable to any claim of damage, negligence, or breach of duty.

STUDENT NAME: _____

SIGNATURE: _____ Date: _____

PARENT NAME: _____

SIGNATURE: _____ Date: _____



Device Procedures & Information for Students & Families

Students and families are reminded that the use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school authorities. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

I. Ownership of the Chromebook

- A.** Southwest Dubois Co School Corporation retains sole right of possession of the Chromebook.
- B.** The Chromebooks are **RENTED** to the students for educational purposes for the academic year.
- C.** School 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.

II. Receiving

A. Parent/Guardian Signature

- 1. All parents/guardians are required to sign the Southwest Dubois Responsible Use Agreement in PowerSchool during online registration before a Chromebook can be issued to their student.

B. Beginning of the Year

- 1. Students will receive a Chromebook on the first day of school.
- 2. Students are not permitted to bring their own devices to school for school assignments unless granted permission.

C. New students (Move-ins)

- 1. New students will pick up a Chromebook after registration is complete in PowerSchool.

III. Returning

A. End of Year

- 1. At the end of the school year, SHS students will turn in Chromebooks to their Homeroom/Impact teacher.

B. Transferring/Withdrawing Students

- 1. SHS students who transfer out of or withdraw from Southwest Dubois must turn in Chromebooks to the office on their last day of attendance.
- 2. Failure to turn in the Chromebook will result in the student being charged



the full replacement cost.

3. Unpaid fines and fees of students leaving Southwest Dubois may be turned over to a collection agency.
4. Southwest Dubois may also file a report of stolen property with the local law enforcement agency.

IV. Taking Care of Your Chromebook

A. Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported to their teacher or to a designated tech specialist at the student's respective school as soon as possible to be taken care of properly.

B. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

C. Students should never leave their Chromebooks unattended.

D. General Precautions

1. No food or drink should be next to Chromebooks.
2. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
3. Chromebooks should not be used or stored near pets.
4. Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
5. Chromebooks must remain free of any writing, drawing, stickers, and labels.
6. Heavy objects should never be placed on top of Chromebooks.
7. Chargers should not be forced into the charging ports.
8. Items other than supported plugs should not be put into the Chromebook ports.
9. The Chromebook hinge should not be forced beyond what it is designed to do.
10. Do not toss or throw your Chromebook.
11. Do not leave your Chromebook in your vehicle.
12. Do not physically alter your Chromebook.

E. Cases

1. Students should never remove the case for any reason.
2. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. The student is responsible for caring for and protecting his/her device.

F. Carrying

1. Always transport Chromebooks with care. Failure to do so may result in disciplinary action.
2. Never lift Chromebooks by the screen.
3. Never carry Chromebooks with the screen open.

G. Screens

1. Screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.



2. The screens are particularly sensitive to damage from excessive pressure.
3. Do not put pressure on the top of a Chromebook when it is closed.
4. Do not store a Chromebook with the screen open.
5. Do not place anything in the protective case that will press against the cover.
6. Ensure there is nothing on the keyboard before closing the lid (e.g., pens, pencils, or disks).
7. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

H. Asset Tags

1. All Chromebooks will be labeled with a Southwest Dubois asset tag.
2. Asset tags may not be modified or tampered with in any way.
3. Students may be charged up to the full replacement cost of a Chromebook for tampering with the asset tag or turning in a Chromebook without the asset tag.

V. Using Your Chromebook at School:

- A.** SHS students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

B. Daily Loaners

1. SHS students will receive a loaner only if necessary (test or project); otherwise they will receive an infraction.
2. Loaner must be returned before the end of the school day. If not returned, it will result in disciplinary action.
3. A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
4. A student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

C. Repairs

1. Long Term Loaner Chromebooks may be issued to SHS students when they leave their school-issued Chromebook for repair.
2. Staff will contact students when their devices are repaired and available for pickup.
3. A student borrowing a Long Term Loaner Chromebook will be responsible for any damage to or loss of the loaned device.

D. Backgrounds and Themes

1. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

E. Sound

1. **Sound must be muted at all times** unless permission is obtained from a teacher.
2. Headphones may be used at the discretion of the teachers.
3. Students should have their own personal set of headphones for sanitary reasons.

F. Printing



1. Students will be encouraged to digitally publish and share their work with their teachers and peers, and printing will not be available to students.

G. Logging into a Chromebook

1. Students will log into their Chromebooks using their school-issued Google Workspace account.
2. Students should never share their account passwords with others unless requested by an administrator.
3. K-2 students will be issued a Clever badge to aid in logging into the device.

H. Managing and Saving Your Digital Work with a Chromebook

1. The majority of student work will be stored in cloud-based applications and can be accessed from any computer with an Internet connection and most mobile devices.
2. Some files may be stored on the Chromebook's hard drive.
3. Students should always remember to save frequently when working on digital media.
4. The district will not be responsible for the loss of any student work.
5. Students are encouraged to maintain backups of their important work on a portable storage device or by storing multiple copies in different Internet storage solutions.

VI. Using Your Chromebook Outside of School

- A.** SHS students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. Students are bound by the Southwest Dubois *Responsible Use Policy*, Administrative Procedures, Chromebook agreement, and all other guidelines in this document wherever they use their Chromebooks.

VII. Operating System and Security

- A.** Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.
- B. Updates**
1. Restart when prompted.
- C. Virus Protection**
1. Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- D. Content Filter**
1. The district utilizes an Internet content filter that complies with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a



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website is blocked in school, it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request it be unblocked. Students or staff are not permitted to use any means to bypass the content filter.

E. Software

1. Google Workspace

- a) Chromebooks seamlessly integrate with the Google Workspace suite of productivity and collaboration tools. This includes Google Docs, Sheets, Slides, Drawings, and Forms.
- b) All work is stored in the cloud.

2. Chrome Web Apps and Extensions

- a) Some web apps will be available to use when the Chromebook is not connected to the Internet.
- b) Additional software is not permitted unless authorized by the Administration.

VIII. Chromebook Identification

A. Inventory

1. The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and/or classroom number assigned to the device.

B. Users

1. SHS students will be assigned the same Chromebook for the duration of 4 years.

IX. Repairing/Replacing Your Chromebook

A. Damage

1. Students will be responsible for all repairs to their device due to **accidental or intentional damage.**
2. If it is a manufacturer's defect, the school will cover the cost.
3. Estimated prices for damages are as follows: (these fluctuate based on model and inventory)
 - a) **Broken Screen - \$25**
 - b) **Damaged Charger - \$35**
 - c) **Damaged Keyboard - \$80**
 - d) **Battery - \$45**
 - e) **Motherboard - \$120**
 - f) **Lost - \$250**
 - g) **If stolen, please file a police report**

B. Repair

1. All Chromebooks needing repair must be brought to the classroom teacher (elementary) or media specialist (middle/high school) as soon as possible.
2. The Tech Dept will analyze and fix the problems.
3. The Tech Dept repair time may vary based on numerous factors, such as the repair(s) being done, the model, and the backlog of repairs.



C. Vendor Warranty

1. New devices will have a one-year manufacturer's warranty.
2. The vendor warrants the Chromebook from defects in materials and workmanship.
3. The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
4. The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
5. All repair work must be reported to the IT Dept.

X. No Expectation of Privacy

- A. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.
- B. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks 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.

C. Monitoring Software

1. Teachers, school administrators, and the technology department staff have monitoring software that allows them to view the screens and activity on student Chromebooks.

XI. Appropriate Uses

- A. School-issued Chromebooks should be used for educational purposes. Students are to adhere to the *Responsible Use Policy* and all of its corresponding administrative procedures at all times.

XII. Digital Citizenship

- A. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
 1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
 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 while online. 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 people. I will show respect for other people in my choice of websites: I will not visit sites that are



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degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.
 - a) **Copyright and file sharing:**
 - (1) Students are required to follow all copyright laws around all media including text, images, programs, music, and video.
 - (2) Downloading, sharing, and posting online illegally obtained media is against the Responsible Use Policy.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.



Student Device Responsible Use of Technology Agreement

This agreement is made effective upon receipt of a DEVICE between The Southwest Dubois County School Corporation (“SWDCS”), the student receiving a DEVICE (“Student”), and his/her parent(s) or legal guardian (“Parent”). This agreement is considered an addendum to the SWDCS Student Responsible Use Agreement (“RUA”).

The Student and Parent(s), in consideration of being provided with a DEVICE, including power adapter, charging cable, case and software (“accessories”) for use while a student at SWDCS, hereby agree as follows:

1. Equipment:

- a. Ownership: SWDCS retains sole right of possession of the DEVICE and grants permission to the student to use the DEVICE according to the guidelines set forth in this document and in conjunction with the SWDCS Student Responsible Use Agreement. SWDCS retains the right to collect and/or inspect the DEVICE and accessories at any time, including via electronic remote access; and to alter, add, erase or delete installed software (including the DEVICE iOS) or hardware.
- b. Equipment Provided: Efforts are made to keep all DEVICE configurations the same. All systems include ample RAM, applications, and wireless network capability. SWDCS will retain records of the serial numbers of provided equipment.
- c. Substitution of Equipment: In the event the DEVICE is inoperable, SWDCS has a limited number of spares for use while the DEVICE is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a DEVICE or to avoid using the DEVICE due to loss or damage.
- d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. SWDCS does not accept responsibility for any such files or software.
- e. Responsibility for Installed Software: The Student may not install any software which violates the SWDCS Student Responsible Use Agreement. Uninstalling any school provided or other software or profiles from the DEVICE is not permitted. Operating System and Application updates will be run from a central location. Failure to comply will result in disciplinary action.



2. Damage, Loss or unreturned Equipment:

- a. **Warranty for Equipment Malfunction:** SWDCS has a limited manufacturer's warranty for the DEVICE. The warranty only covers damage to the DEVICE caused by manufacturer's defects.
- b. **Responsibility for Damage:** The Student is responsible for maintaining a 100% working DEVICE and accessories at all times. The Student shall use reasonable care to ensure that the DEVICE and accessories are not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage or Loss/Theft of the DEVICE or accessories, it is the Student's responsibility to notify the high school administrative office as soon as possible. In the event of Loss/Theft, a police report must be filed. Other charges may be determined at the discretion of the school administration.
- c. If the DEVICE or accessories are stolen or vandalized while not at SWDCS or at an SWDCS sponsored event, the Parent shall file a police report.
- d. **Return of equipment:** At the end of each school year all students will be required to return the DEVICE and all accessories to the school administrative office. SWDCS will charge the Student and Parent for any items not returned. Any items that are damaged will be charged to the Student or Parent as well.
- e. Students who leave SWDCS during the school year must return the DEVICE and all accessories at the time they leave the corporation. The DEVICE and accessories must be returned to the administrative office of the high school. Failure to do so shall result in legal action.
- f. **Technical Support and Repair:** SWDCS will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of SWDCS may result in the Student and Parent being charged the full replacement cost of the DEVICE or accessories. A regular summer maintenance plan is scheduled and all DEVICES will be collected at the end of school. The same serial # DEVICE will be reissued at the start of school.



3. Legal and Ethical Use Policies:

- a. **Monitoring:** SWDCS will monitor DEVICE use using a variety of methods to ensure compliance with SWDCS's Student Responsible Use Agreement and this agreement. Any attempt to "jailbreak" the DEVICE or remove the SWDCS profiles will result in disciplinary action.
- b. **Legal and Ethical Use:** All aspects of SWDCS's Student Responsible Use Agreement remain in effect during the use of the DEVICE. SWDCS will make every attempt to provide content filtering within the SWDCS network and outside the network. However, SWDCS does not have full control of the information on the Internet or incoming email while off campus.
- c. **File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs may not be used to facilitate the illegal sharing of copyrighted material.
- d. **Allowable Customizations:** The Student is permitted to alter or add files to customize the assigned DEVICE to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, SWDCS reserves the right to insure all customizations follow the SWDCS Student Responsible Use Agreement and may periodically conduct maintenance that may configure the DEVICE back to the originally installed state. Pass codes may be used on applicable Student DEVICES so long as they do not interfere with day to day operations of SWDCS and the DEVICE. Students may be required to share or remove pass codes.
- e. **Digital Citizenship:** Using the resources available at [Common Sense Education](#), Digital Citizenship Curriculum will be implemented to ensure that students develop a clear understanding of how to navigate the internet safely and decipher which websites are reliable, credible, and appropriate for their educational interests.



Chromebook Agreement

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 Responsible Use Policy and all policies of the school corporation when using their Chromebooks.
- at the high school, 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 SWD Chromebook should last 6.5 hours.
- must treat their device with care and never leave it in an unsecured location.
- must keep their device protected when traveling.
- must promptly report any problems with their Chromebook to tech support.
- may NOT remove or interfere with the serial number and other identification.
- may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the school.
- 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.
- must keep Chromebooks free of any writing, drawing, stickers, and labels.
- must not use Chromebooks for inappropriate activity
- are not permitted to play games on Chromebook unless permitted by teacher
- are not permitted to attempt to repair their Chromebook



Website & Social Media Guidelines

THINK before you act because your virtual actions are real and permanent!

If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

Be aware of what you post online.

- Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Websites and social media venues are very public.
- What you contribute leaves a digital footprint for all to see.
- How you represent yourself online is an extension of yourself.
- Do not misrepresent yourself by using someone else's identity.

Follow the school's code of conduct when writing online.

- What is inappropriate in the classroom is inappropriate online.
- It is acceptable to disagree with other's opinions; however, do it in a respectful way.
- Make sure that criticism is constructive and not hurtful.

Be safe online.

- Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures.
- Do not share your password with anyone besides your teachers and parents.

Do your own work!

- Do not use other people's intellectual property without their permission.
- Be aware that it is a violation of copyright law to copy and paste other's thoughts.
- It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.