

Chromebook User Agreement

The Purpose of the 1:1 Chromebook Initiative

The purpose of the one-to-one (1:1) Chromebook Initiative at RESD is to provide the tools and resources to the 21st-century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program and increasing access to technology is essential. One learning tool is the Chromebook. By utilizing the Chromebook students are empowered to maximize their potential and prepare them for college and/or the workplace.

Learning results from the continuous, dynamic interaction among students, parents, educators, and the extended community. Technology immersion does not diminish the vital role the teacher plays in the classroom. Effective teaching strategies with a Chromebook will integrate technology into the curriculum for anytime, anyplace, anywhere learning.

Reardan-Edwall SD 1:1 vision promotes a student-centered learning environment where technology supports the curriculum. Technology use will be transparent, and routine, and encourage innovative teaching methods to ensure student success. The district will provide ongoing professional development and tools to support our students and staff in an evolving digital world. The use of this technology is a privilege that requires responsibility as outlined in this document. This privilege may be revoked at any time for failure to follow the guidelines.

Reardan-Edwall SD provides an extensive network, internet access, printers, and email addresses. The information within this document applies to all district technology including Chromebooks.

Parent/Guardian Assistance

1. The district asks for parent/guardian support in communicating with their children about the standards of appropriate content as well as helping to monitor the use of Chromebooks at home.
2. Parents/guardians are required to fill out and signing the Acceptable Use Agreement form before a student will be assigned a Chromebook to take home.
3. If necessary, parents/guardians are expected to assist their child in filling out forms needed to report theft or damage.
4. Parents are encouraged to become familiar with the Chromebook and help ensure the use of the technology to track their child's progress through the Skyward Parent Portal system.

Student responsibilities

1. Students are expected to use the Chromebook appropriately for educational purposes.
2. Students are expected to have their Chromebooks with them in school each day with a fully charged battery. Loaners may be available on a first-come, first-served basis. Forgetting a Chromebook or having a dead battery will not be an acceptable reason for failing to complete work or turn in assignments. Repeated failure to bring your Chromebook to school or failing to charge your battery will result in loss of home privileges for the Chromebook.
3. Students are responsible to download to the Chromebook any necessary document, assignments, apps, or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the day or after school. Our wireless network is available in the buildings and on parts of the school grounds anytime day or night.
4. Students may load photos on their district owned Chromebook, as long as all the content complies with the Acceptable Use Agreement. The use of music during instructional time will be at the individual teacher's discretion but students will be required to use personal headphones/earbuds. Students may set their own screensaver photos. The presence of inappropriate photos or music, as determined by school officials, will result in the loss of the Chromebook and possible disciplinary action.
5. Students may not install unauthorized software, apps, or attempt to reconfigure the software of the Chromebook. If non-conforming apps or software are discovered on the District-owned Chromebook, the Chromebooks will be restored to the school default settings and disciplinary action may be taken. District officials are not responsible for saving, restoring, or backing up documents students may have stored on the Chromebook before they are restored.

6. All data must be stored on Google Drive at a minimum. Students are encouraged to back up documents, worksheets, notes, photos, etc. on a second location such as a USB thumb drive or cloud storage.
7. Students attempting to hack or jailbreak the Chromebook will lose their privileges and face disciplinary action.
8. Students are discouraged from printing and encouraged to use email and cloud storage solutions.
9. The Reardan-Edwall School District makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise. Storing and backing up documents is the sole responsibility of the student.
10. The Chromebook comes equipped with video and camera capabilities. As with all recording devices, it is necessary to ask permission before recording an individual or a group. This is privacy law. You must ask permission before publishing a photograph or video of any school activity.
11. Students are required to use complex passwords, refrain from sharing their passwords and they should change their password on a frequent basis.

Suggestions for Parents/Guardians

The school district recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of sources that may aid you in effectively monitoring your child's use of the Chromebook.

1. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home such as the kitchen or family room so you can monitor what your child is doing online. Our filtering software will be active wherever the Chromebook is in use.
2. Visit where your child goes online. Monitor their email and social media sites. Teach them how to act responsibly online.
3. Review your child's friends list. The district suggests the only friends they communicate are people they know and associate with in real life.
4. Understand sites' privacy policies. Internet sites should spell out your right to review and delete your child's information.
5. Limit the time your child is on the Chromebook. While the Chromebook is a very engaging device it is meant to be used as a school/work device. Care and constant monitoring will reduce your child's exposure to excessive use.
6. Report unwelcome or malicious online threats to the Principal in a timely manner. Threats that are days or weeks old are much more difficult to track.
7. Help your child develop a routine for Chromebook use. Many parents have found setting a time for when and where to use the Chromebook to be helpful.
8. Become familiar with the apps and programs found on the Chromebook. It will help you know if your student is doing homework or spending their time in other areas.
9. Read and share with your child the District's care and use procedures. You can help create a clear set of expectations and limitations for your child.

Terms of the Chromebook loan

1. Chromebooks will be distributed at the discretion of the District after confirmation of signatures on the Acceptable Use Agreement and the RESD Assurance form.
2. Legal ownership of the Chromebook remains with the District at all times. Use is a privilege and is conditioned upon compliance with this handbook, the Acceptable Use Agreement, and all policies and procedures of the district.
3. Student Chromebooks will be checked in at the end of the school year. Students who transfer, withdraw, or are suspended or expelled will immediately return the Chromebook and all accessories. Students returning next year will receive the same Chromebook that was previously assigned.

4. Students will receive a charger when they first get their Chromebook. It is their responsibility to keep track of and maintain their charger. If the charger is lost, it will be the student's responsibility to replace it. Students will not receive a new charger each year. Only one charger will be provided.
5. The district reserves the right to repossess the Chromebook and accessories at any time. The district may also limit the home use of District owned Chromebooks.
6. Failure to return the equipment in a timely fashion may result in the involvement of law enforcement.
7. Software and apps will be managed by the district to ensure compliance with licensing agreements.
8. Chromebooks are subject to routine monitoring by district staff. User has no expectation of privacy using District owned technology systems including computers.
9. If difficulties arise with a Chromebook, or non-conforming content is discovered, the Chromebook will be restored to an original configuration. The district is not responsible for the loss of any files or materials on the Chromebook.
10. Each Chromebook and charger has identifying labels that must not be removed or altered in any fashion. Students may not permanently mark on the Chromebook in any fashion.
11. The use of the Chromebook during class time is governed by the classroom teacher. Failure to follow the instructions of the classroom teacher (including substitutes) may result in the loss of use and/or disciplinary action.

General Care Instructions

1. Chromebook screens should be cleaned with a soft, clean cloth. Cleaning chemicals or water should never be used on the screen.
2. Charging cables should be inserted and removed carefully to prevent damage. Always grab the hardened end of the cable – not the cable itself. Plug the charger into the wall first before plugging in your Chromebook and remove the cord from the Chromebook before unplugging your charger.
3. You may keep your Chromebook in a protective case.
4. To protect your screen, do not stack books or weight on your Chromebook. Do not wedge them into your backpack. The Chromebook should not be used to store pencils and pens inside the Chromebook.
5. Liquid, food and other dirt and debris will damage your Chromebook. Do not eat while using your Chromebook.
6. Do not expose your Chromebook to extreme temperatures. If it happens, let your Chromebook return to room temperature before starting.
7. Battery life is shortened by Wi-Fi, Bluetooth, high screen brightness, and video. Manage these settings to increase your battery life.

1. Should a Chromebook become lost, stolen, or damaged, the student should notify the school office immediately. The filing of a police report may become necessary.
2. The RESD usage fee policy grade 7-12:

Full price: \$30/year

Reduced lunch eligible: \$0/year

Free lunch eligible: \$0/year

These annual fees cover accidental damages or theft that may occur while the student is enrolled in RESD. Each student is allowed one accidental damage/theft per year. However, each additional time an accidental breakage or damage occurs, the student will be charged for the cost of repairing the Chromebook. The fee must be paid in order for the Chromebook to be reissued.

3. Chromebooks that are intentionally damaged or lost due to proven neglect may be charged the replacement cost of a new model of Chromebook not to exceed \$250.

1. The Chromebook may only be used by students to whom it is assigned except for project work in class. The student may not loan their Chromebook to another student to take off campus.
2. The student is responsible for the security of their Chromebook at all times. The Chromebook should never be left unsecured. If storing in your locker, it is strongly advised to use a lock. During after school, away events, or field trips, the student is still responsible for the security of their Chromebook.
3. Students should keep personal information about themselves or others off the Chromebook (pin numbers, social security numbers, passwords, etc.) Password security for accessing network systems should be kept confidential. It is the student's responsibility to keep their information secure. For example, if a student shares their network password and someone uses it to steal student work or access information that is inappropriate, both students will face disciplinary action.

1. Damage or hardware issues must be reported immediately to the office or the tech staff. For cases of hardware failure or accidental damage, a loaner will be issued for the student until their Chromebook can be repaired. There may be a delay if no loaners are available.
2. Students are responsible for the full cost (\$250) of any willful, negligent, or intentional damage to the Chromebook. Failure to pay may result in the loss of network access, other school privileges, or other possible legal action.
3. Theft must be reported immediately to appropriate school personnel. Students/parents will be required to fill out a theft report and a police statement.
4. The Chromebook contains software that will prevent it from being used by non-Reardan students. When a Chromebook is reported lost or stolen, the drive will be wiped clean and a message will appear on the screen that says "Property of Reardan-Edwall SD." The Chromebook will be useless to any other users until it is returned and unlocked by our technology staff. The District will coordinate with law enforcement to track missing or lost Chromebooks.

1. We understand the procedures and requirements to which my student must comply, including the Acceptable Use Agreement and policy.
2. We accept responsibility for any damage or neglect that may result from my student while the Chromebook is in his/her possession or control which may result in monetary charges.
3. We understand that my student may lose his/her Chromebook privileges and/or incur financial fees as a result of inappropriate use, behavior, damages, neglect or loss to the assigned District Chromebook.
4. We understand my student must return the Chromebook, the power cable and the charger when requested. I understand I will be charged for missing equipment or cables.

Student Name _____ Grade _____

Student Signature _____

Parent signature _____