



North Lawrence Community Schools Chromebook Use Agreement & Handbook

Please read this entire section carefully.

The policies, procedures, and information within this document apply to all Chromebooks used at North Lawrence Community School Corporation by students, staff, or guests including any other device considered by the Administration to fall under this policy.

NLCS Chromebooks are designed to be an educational tool and an extension of the classroom. This electronic device tool should be cared for as all classroom equipment is cared for.

Chromebooks will be distributed during Registration & Orientation Week. ***Parents & Students must sign and return the Chromebook Policy Sign-off and Student Pledge document before the Chromebook can be issued to their child.*** This document will need to be signed during student registration or during new student enrollment.

This agreement is made effective upon receipt of a Chromebook, between North Lawrence Community Schools (“NLCS”), the student receiving a Chromebook (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at NLCS, hereby agree as follows:

EQUIPMENT

- a. Ownership: NLCS retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, NLCS administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- b. Equipment Provided: Efforts are made to keep all Chromebook configurations the same within each school. All systems include ample storage space, educational applications, and wireless network capability. NLCS will retain records of the serial numbers of provided equipment.
- c. Substitution of Equipment: In the event the Chromebook is inoperable, NLCS has a limited number of spares for use while the Chromebook is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a Chromebook or to avoid using the Chromebook due to loss or damage.
- d. Responsibility for Electronic Data: It is the sole responsibility of the Student to backup indispensable data as necessary. NLCS does not accept responsibility for any such files or software.
- e. Responsibility for Installed Software: The Student may not install or uninstall any applications to the Chromebook without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

RESPONSIBLE USE POLICY

- a. All aspects of NLCS's Responsible Use Policy remain in effect at all times.
- b. Monitoring: NLCS will monitor Chromebook use using a variety of methods – including electronic remote access – to assure compliance with NLCS's Legal and Ethical Use Policies.
- c. Legal and Ethical Use: NLCS will provide content filtering within the NLCS network. However, NLCS does not have full control of the information on the Internet or incoming email from a non- NLCS email provider.
- d. File-sharing and File-sharing Programs: The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Individuals with legitimate, school- related needs to use these tools may seek prior approval from the Technology Department.
- e. Allowable Customizations: The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, NLCS reserves the right to insure all customizations follow the Responsible Use Policy and may periodically conduct maintenance that may configure the Chromebook back to the originally installed state.

PROTECTION PLAN INFORMATION: Damage or Loss of Equipment

NLCS Chromebook Device Accidental Damage Protection Plan

- As part of the 1:1 Chromebook Initiative NLCS is recommending the purchase of accidental damage protection plan prior to the deployment of the Chromebook to your student. NLCS will be the sole provider of this protection plan. The accidental damage protection plan is optional, however, if the protection plan is declined, students and parents are agreeing to the full coverage cost of repair or replacement. Under this protection plan policy the Chromebooks are protected against accidental damage or loss due to an act of nature. NLCS will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.
- This protection plan policy does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. NLCS will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse**
- NLCS' Chromebooks have a limited warranty which only covers damage to the Chromebook caused by manufacturer's defects. Families incur no additional charges for repairs covered by warranty but there will be a \$25.00 deductible for each repair.
- The protection plan cost is \$25.00 annually for each Chromebook. Each claim covered by the protection plan will be assessed an incremental deductible within the current school year. The first claim deductible will be \$25.00 with the deductible increasing each time a claim is made within the current school year. If a student withdraws from NLCS and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

| Annual Protection Plan Premium Due at Registration | Deductible Claim #1 | Deductible Claim #2 | Deductible Claim #3 | Opt-Out: <u>No</u> Protection Plan |
|--|---------------------|---------------------|---------------------|------------------------------------|
| \$25 per device | \$25 | \$50 | Full Cost of Repair | Full Cost of Repair |

Intentionally Damaged Device & Accessories and/or LOST

- NLCS reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include, but are not limited to:
 - Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school.
 - Lending equipment to others other than one's parents/guardians.
 - Using equipment in an unsafe environment.
 - Using the equipment in an unsafe manner.
- A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.
 - Replacement of the Chromebook - \$275.00
 - AC Adapter & power cord - \$30
 - Protective Case - \$20.00
- Actions Required in the Event of Damage or Loss: Report the problem immediately to the Principal. If the Chromebook is stolen or vandalized while not at NLCS or at an NLCS sponsored event, the Parent shall file a police report.

Chromebook Technical Support:

- NLCS will provide technical support, maintenance and repair during school hours.
- The Chromebook Help Desk located in the Library will be a point of contact for repair of the Chromebooks. After a technology ticket is received, services provided by the Help Desk include:
 - Password Identification
 - User account support
 - Coordination of warranty repair
 - Distribution of loaner Chromebooks
 - Hardware maintenance and repair
 - Operating System or software configuration support
 - Restoring Chromebook to factory default
 - System software updates
- Any attempt to repair outside of NLCS will result in the Student and Parent being charged the full replacement cost.
- A regular summer maintenance plan is scheduled and all devices will be collected at the end of school. Every attempt will be made to re-issue the same serial # device at the start of the next school cycle for the life-cycle of the Chromebook.

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Media Center.

- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Parents will be billed for parts and labor.

NLCS STANDARDS FOR PROPER Chromebook CARE

This document is an important addendum to the Student Chromebook Program Acknowledgement Form. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook.

Loss or damage resulting in failure to abide by the details below may result in full financial responsibility. Following the manufacturer's advice and the standards below will lead to a Chromebook that will run smoothly and serve as a reliable, useful and enjoyable tool.

Your Responsibilities

- Treat this equipment with as much care as if it were your own property.
- Bring the Chromebook and charging unit every school day.
- Keep the Chromebook either locked (i.e., locked in your school locker, home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook stored in a secure place (i.e., locked in your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook in your school locker and arrange to return to school to retrieve it after the activity. Chromebooks left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen (even at school) will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Chromebook in school buses, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car other than in a locked trunk.
- Do not let anyone use the Chromebook other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Chromebook will be your full responsibility.
- Adhere to NLCS's Responsible Use Policy/Chromebook Use Agreement at all times and in all locations. When in doubt about acceptable use, ask a principal.
- Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students will be trained on proper file management procedures. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.
- Read and follow general maintenance alerts from school technology personnel.

How to Handle Problems

- Promptly report any problems to the teacher or principal.

- Don't force anything (e.g., connections, charging cables, etc.). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of NLCS for repairs

General Care

- Do not attempt to remove or change the physical structure of the Chromebook, including the screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the Chromebook.
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of NLCS. Spot checks for compliance will be done by administration and NLCS Technicians at any time.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your laptop to room temperature prior to turning it on.

Carrying the Chromebook

- When moving with the Chromebook, be sure to hold it securely with both hands.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Always store the Chromebook in the school-provided protective case.
- The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in the school issued case is required when not in use.
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components.

Screen Care

- The Chromebook screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.
- Do not clean the Chromebook or case with anything other than approved Chromebook cleaners. Never use anything abrasive. Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. Do not use window cleaner or any type of liquid or water on the Chromebook. Do not lean on top of the Chromebook or leave objects on the device.
- Do not place anything near the Chromebook that could put pressure on the screen.

- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord.
- **Don't let the battery completely drain.** Charge when the battery reaches 10% capacity. Immediately shut down if you are unable to connect to the charger.

Personal Health and Safety

- Avoid extended use of the Chromebook resting directly on your lap. The bottom of the Chromebook can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose—when working on your lap. Also, avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing & screen time). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.

Training

- NLCS Students will be trained on how to use their chromebook in addition to curriculum designed to support Digital Citizenship. Training documents and videos will be made available for students to refer to as needed.

Managing Your Files and Saving Your Work

- Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.



North Lawrence Community Schools

Student Chromebook Acknowledgement Form

Review and initial each statement below. The following items reiterate some of the most important points covered in the Chromebook Use Agreement and the Standards for Proper Care addendum.

| | Student Initial | Parent Initial |
|--|-----------------|----------------|
| I understand that I am responsible for managing my own files. | | |
| I will not leave my Chromebook unattended unless it is locked in a secure place/classroom. My family is fully responsible for the cost of replacement should my Chromebook become lost or stolen. A police report must be filed for theft. | | |
| I understand that my family is financially responsible for the full cost if damage occurs due to my "gross negligence." | | |
| I will not duplicate nor distribute copyrighted materials other than a back-up copy of those items I legally own. | | |
| I will keep the Chromebook secure whenever it is moved from one point to another. | | |
| I will read and follow general maintenance alerts from school technology personnel. | | |
| I will report any problems with my Chromebook to a teacher or administrator. | | |
| I will not attempt to repair the Chromebook outside of approved NLCS channels. | | |

Student & Parent/Guardian Section:

I understand the Chromebook Use Agreement and the Standards for Proper Care addendum and agree with their stated conditions.

I fully understand the optional NLCS Accidental Damage Protection Plan for \$25.00 annually.

_____ Yes, I do want to enroll in the NLCS Accidental Damage Protection Plan

_____ No, I do not want to enroll in the NLCS Accidental Damage Protection Plan. **I understand I am fully responsible for the full cost of all repairs or replacement.**

This form must be signed and returned before a device will be issued to the student

Student Name (printed clearly) _____

Student Signature + Date _____

Parent Name (printed clearly) _____

Parent/Guardian Signature + Date _____

Office Use Only
Serial Number Assigned: _____