
USD 261 Elementary Chromebook Checkout Agreement

The policies, procedures and information contained in this document apply to Chromebooks and all other technology devices used by students within Haysville Public Schools. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. The Chromebook and other district-issued devices, email/Google accounts, are the property of the Haysville Public School District and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or Gmail account. Supplied devices are an educational tool and not intended for personal use. Parents/guardians and students MUST read and sign the Districts Acceptable Use Policy and Chromebook Policy and Agreement before a Chromebook will be checked out. USD 261 reserves the right to revoke or modify this consent and/or its policies and procedures at any time.

About the Chromebook

Chromebooks are laptop digital devices which run Chrome OS by Google as its operating system. They are designed to be used while connected to the Internet. All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. Chromebooks seamlessly integrate with the Google Workspace for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, Sites, Forms and Classroom.

There is no checkout fee for the Chromebook. The only cost a student and his or her family may be liable for is covered in the 'Damages, Repairs and Warranties' section below.

If a student withdraws from the District, the student must turn in the Chromebook and accessories on the last day of attendance. If upon inspection of the device, there is evidence of abuse, neglect or intentional damage, the student/parent/guardian will be charged a fee for needed repairs. Failure to turn in the Chromebook and accessories will result in the student/parent/guardian being charged the full replacement cost. If payment is not received, the matter will be turned over to a collection agency. Any Chromebook not returned will be considered stolen property and law enforcement agencies will be notified.

Responsible Care

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 taken to the school office to initiate the repair process. A designated building staff member will complete a repair ticket. A loaner Chromebook will be checked out to the student while the Chromebook is being repaired. Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance. Self-repairs are not allowed.

No Expectation of Privacy

No one should have any expectation of privacy or confidentiality regarding any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. During school hours, without prior notice of consent, the District may access, supervise, view, monitor and record student use of Chromebooks at any time for any reason related to the operation of the District. Chromebook browsing history is always logged. From time to time, the District may conduct random checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use. School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks at school during school hours. All images, documents, files, and apps downloaded onto the Chromebook become the property of USD 261 as allowable by law. The built-in webcam will not be used to monitor students.

General Care and Precautions

- Chromebook battery should be charged before the start of each school day.
- Do not remove the identification tag or barcode from the Chromebook.
- Vents should not be covered.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks and chargers should be kept away from food and drinks, small children, and pets.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Haysville School District.
- Chromebooks must never be left in an unlocked car or any unsupervised area.

Chromebook Screen Care

The Chromebook screen is particularly sensitive and can be easily damaged if subjected to rough treatment and excessive pressure. Protect the Chromebook screen by following the rules below.

- Do not lift Chromebooks by the screen. When moving a Chromebook support it from the bottom with the lid closed.
- Clean the screen with a soft, dry anti-static, or microfiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.
- Do not lean or place anything on top of the Chromebook.
- Do not place anything on the keyboard before closing the lid (e.g., pens, pencils, notebooks).
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not wedge the Chromebook into a book bag or place anything in the carrying case that will press against the cover as this will damage the screen.
- Do not poke the screen.
- For screen adjustment do not grasp screen by wrapping hand around screen; your thumbs can shatter the screen. Never lift or carry the Chromebook by the screen, or with the power cord inserted.

Storing Your Chromebook

- Chromebooks should never be left in vehicles or a location that is not temperature controlled.
- Chromebooks should always be stored safely.
- Chromebooks should never be placed on the bottom of a pile or wedged into a book bag as this may break the screen.
- Never store your Chromebook in a carrying case or backpack with the power cord inserted.

USD 261 Labels

- All Chromebooks will be identified as USD 261 property.
- District labels may not be covered, modified or otherwise tampered with in any way.
- Personalizing the Chromebook: Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of USD 261.

Damages, Repairs and Warranties

All Chromebook problems must be reported to the school office. The district will repair or replace damaged equipment resulting from normal use.

Repairs for damage

Students are responsible for any of their actions that void the warranty (i.e. take the Chromebook apart; remove its parts, self-repair, etc.). Students will be held responsible for the full cost of any parts replaced and associated labor costs due to such actions up to and including the cost of total replacement of the Chromebook.

Repair costs for damage and loss

The district will charge for the entire repair or replacement cost of the Chromebook and/or power adapters or protective cases if damage or loss occurs due to the student's, parent's/guardian's, or other third party's intentional acts or as the result of their negligence in handling the device. Current fee schedule for Dell 3100 2in1 Chromebook:

- LCD75LCD Back Cover \$25
- MotherBoard \$150
- Keyboard \$20
- TrackPad \$20
- Charger \$25
- Complete \$300
- Students are responsible for any losses or damages resulting from attempts to harm or destroy data of another person as outlined in the Acceptable Use Policy.
- In case of theft, vandalism or other criminal acts, whether at school or off campus, a police report **MUST** be filed with the local police department and a copy submitted to district technology director at 1745 West Grand Ave., Haysville, Kansas 67060.
- Replacement of a Chromebook at no cost to the student is at the discretion of school administration.

Rights and Responsibilities

Actions performed on any district-owned computer, network or electronic communication device may be monitored by school authorities. Inappropriate use of district technology will result in the associated disciplinary action as identified in the student handbook, district administrative procedures and Board policies.

Student Rights/Responsibilities

- The student will treat the Chromebook with care.
- The student will always maintain possession of the Chromebook.
- The student will only use pre-approved applications and resources.
- The student will not install peer-to-peer file sharing programs.
- The student will not remove programs or files from the Chromebook.
- The student will follow all board policies and administrative procedures when using the Chromebook both at and away from school.
- The student will use discretion when giving personal information when using the Internet.
- The student will not attempt to repair the Chromebook.
- The student will report damage or needed repairs immediately.
- The student understands that all Chromebook use with the given login credentials will be monitored.
- The student will submit to a Chromebook audit when requested.

Parent Rights/Responsibilities

- The parent/guardian will support the Chromebook policy at home.
- The parent/guardian will not attempt to repair the Chromebook.
- The parent/guardian will not load or delete any software from the Chromebook.
- The parent/guardian understands that all Chromebook use with the given login credentials will be monitored.
- The parent/guardian has the right to contact the school at any time should questions arise.

Student Conduct

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- **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.
- **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.

Student Conduct (cont.)

- **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 degrading to others, pornographic, racist or inappropriate. I will not enter other people's private spaces or areas.
- **Protect Others:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- **Respect Intellectual Property:** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

Student and Parent/Guardian Consent for Device Checkout

Student Name _____ **Student/Device ID** _____
Printed

Student Agreement for Chromebook use:

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery for school each day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble or have disassembled any part of my Chromebook or attempt any repairs by myself or a third-party.
8. I will be responsible for all damage or loss caused by neglect or abuse.
9. I will use my Chromebook in ways that are appropriate, that meet Haysville Public Schools expectations, and that are educational.
10. I will not install or use any software or apps other than those owned or approved by the district and made available to me in accordance with this agreement.
11. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
12. I will not deface the serial number or Chromebook sticker on the Chromebook.
13. I will keep my Chromebook in the district provided case at all times.
14. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Haysville USD 261.
15. I will follow the policies outlined in the Chromebook Policy, Procedures, and Information Handbook and the Acceptable Use of Computer Networks/Computers and Resources Policy while at school, as well as outside the school day.
16. I understand that my use of the Chromebook is subject to all applicable District policies and regulations, as well as any applicable provisions of the Student Handbook.
17. I agree to return the District Chromebook and all accessories in good working condition.
18. I will be a proactive digital citizen when using my Chromebook.

Student and Parent/Guardian Agreement for Chromebook use:

1. We understand our responsibilities with respect to the care and maintenance of the Chromebook.
2. We understand that students will be allowed to take Chromebooks home in the evenings for school-related use and understand that students must have Chromebooks in school every day.
3. We understand that Haysville USD 261 reserves the right to conduct unannounced inspections of Chromebooks.
4. We understand that the use of Chromebooks will be governed by all terms and conditions of Haysville USD 261 policies and regulations, including but not limited to, the Acceptable Use and Computer Policy.
5. We understand that the Chromebook and accessories must be returned to the school. Students who withdraw or terminate enrollment in the Haysville School District for any other reason must return their Chromebook and accessories on the date of termination. Failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.
6. We understand that any problems or damage must be reported to the school in accordance with school procedures and will be charged replacement cost for any intentional, negligent or repeated damage to, loss of, or failure to return the Chromebook and/or accessories.
7. We are aware that the electronic device may record or collect information on the activity/activities or the use of the device if the device is equipped with a camera, global positioning system, or any other feature capable of recording or collecting information on my activity or use of the device. Haysville USD 261 shall not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

I have read and agree to the conditions listed in this agreement and agree to abide by its terms and all other USD 261 Board of Education Policies and administrative regulations for all items listed below.

Please list all devices checked out:

DEVICE	DEVICE ID

Parent/Guardian Name _____ Signature _____ Date _____

Student Signature _____ Date _____ Student ID _____