

Molalla River School District

Code: IIBGA-AR(4)
Revised/Reviewed:

Chromebook Contract

Procedures and Information for Students and Parents

The mission of Chromebook distribution in the MRSD is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Students will transition from consumers of information to creative producers and owners of knowledge. MRSD endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after high school. This includes fostering responsible digital citizenship and ethical use of technology, including Artificial Intelligence (AI), as outlined in the Molalla River School District Student Responsible Use and Digital Citizenship Agreement and the Student Policy on the Use of Artificial Intelligence in Academic Work.

1. Receiving Your Chromebook

All parents and students are asked to sign this contract before being allowed to take the Chromebook home. All transfers/new students will be able to pick up their Chromebooks from the designated distribution room. Both students and their parents/guardians must sign the MRSD Chromebook Contract before a Chromebook will be distributed. By signing this contract, students and parents/guardians acknowledge their understanding and commitment to adhere to the provisions outlined in this Chromebook Contract, the Molalla River School District Student Responsible Use and Digital Citizenship Agreement, and the Student Policy on the Use of Artificial Intelligence in Academic Work.

2. Returning Your Chromebook

a. End of Year: At the end of the school year, students will turn in their Chromebooks, power adapters, and cases. Families will be charged the full replacement cost of any equipment that is not returned. Cases and power supplies will be charged replacement costs as well. If the devices are stored in a classroom cart, they need to be placed in the appropriate location before leaving for the summer.

b. Transferring/Withdrawing Students: Students that transfer out of or withdraw from MRSD must turn in their Chromebooks, power cords, and cases to the designated staff member on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the device and any accessories not returned.

3. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. This includes following the guidelines for Chromebook care as detailed in this contract and the Molalla River School District Student Responsible Use and Digital Citizenship Agreement. Chromebooks that are broken or fail to work properly must be taken to the designated resource as soon as possible so that they can be diagnosed and repaired properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

A. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

B. Cases

- Each student will be issued a protective case for their Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are padded to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect their device.
- Always transport Chromebooks with care and in the issued protective cases.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

C. Keyboard Care

- Do not pull keys of Keyboard...they can't be put back on
- Keep food and drink away from keyboards

D. Screen Care

- The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g., pens, pencils).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

E. Asset Tags

- All Chromebooks will be labeled with a MRSD barcode.
- Please do not clean the asset tag with any sort of chemicals or damage the tag so it can always be read properly.
- If an asset tag is damaged or lost, please contact your building's designated staff member to get a replacement.

4. Using Your Chromebook at School

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. Some classes will store the Chromebooks for student use.

A. If a student does not bring his/her Chromebook to school

- Teachers may loan a classroom Chromebook to a student for the duration of the class period.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.

B. Chromebooks needing repairs

- If a Chromebook needs repair, return it to the designated room and a replacement device will be issued.
- Chromebooks that are damaged or lost may have the appropriate charge recorded on the student account.
- Chromebooks that have a hardware or software fault (not caused by damage from the student) will be replaced at no cost to the student.

C. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- If students take the Chromebooks home, students should charge their Chromebooks at home every evening.
- Some classrooms may have charging areas available but they may be limited.

D. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teachers.

E. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only MRSD students and staff can log into school Chromebooks. Parents may use their student's Chromebook at home to attend conferences, but will need to have the student log in for them.
- Students should never share their account passwords with others and must keep their school-issued account passwords confidential, as outlined in the Molalla River School District Student Responsible Use and Digital Citizenship Agreement. They should not save their account on any other device such as a personal cell phone or tablet.
- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Students are encouraged to maintain backups of their important work and ensure their online cloud drives stay updated. Furthermore, students must protect personally identifiable information (PII) and should under no circumstances share PII with any non-district approved online service or application, including generative AI applications, as per cybersecurity guidelines.

5. Using Your Chromebook Outside of School

If students are using their Chromebooks at home and other locations outside of school, a WiFi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet.

6. Operating System and Security

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 MRSD. The District utilizes an Internet content filter that follows 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. This monitoring is consistent with the district's policy that students have no expectation of confidentiality or privacy with respect to any usage of a district-provided Chromebook. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Attempts to circumvent the filtering software will be noted and reported to appropriate staff, as such actions are prohibited under the Molalla River School District Student Responsible Use and Digital Citizenship Agreement and the Electronic Communications System policy.

7. Content Filter

The District utilizes an Internet content filter that follows 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 website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Attempts to circumvent the filtering software will be noted and reported to appropriate staff.

8. Digital Resources (Apps) Permission

a. Google Apps for Education

Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is connected to the student's district provided Google account and stored in the cloud. Work saved on Chromebooks that do not have an internet connection will be synced once an internet connection is made.

The Molalla River School District utilizes Google Suite for Education and many other digital resources for students, teachers, and staff. As part of students having access to a district managed Google account, students are set up to use many digital curricular and collaborative online tools to achieve learning objectives and participate in school activities. These resources include curriculum based learning applications and platforms such as Google Classroom that require a Google account to access. These resources are approved by the district and must meet both federal and state guidelines for protecting student information. Students are expected to use these digital resources in alignment with the principles of responsible digital citizenship, including appropriate access, integrity, honesty, safety, and privacy, as detailed in the Molalla River School District Student Responsible Use and Digital Citizenship Agreement. In order for your student to use these digital resources, parents or legal guardians must provide the district with permission for each child attending a MRSD school. This permission enables the district to act as an agent on behalf of the parents/guardians in order to approve digital resources that your student can use in the context of school/educational participation.

9. Records

- a. The District will maintain a log of all Chromebooks that includes the Chromebook serial number, student name, and the ID number of the student assigned to the device. Asset tags will also be noted in the student's account.

10. Repairing/Replacing Your Chromebook

a. Chromebook Repairs

If your Chromebook is not working properly, notify your teacher and take it to the designated location for repair or replacement as needed.

b. Vendor Warranty

Chromebooks include a one-year hardware warranty from the vendor. The vendor warranty does not warrant against damage caused by misuse, abuse, physical damage, loss, theft, or accidents.

c. Lost or Stolen Devices

If a device is lost it should be reported to the appropriate building staff to get a replacement. In the event of a theft, it is recommended to file a police report for the stolen property and report to the appropriate staff for a replacement. Students are required to report lost or stolen devices immediately to the MRSD Technology Department.

d. Estimated Costs Can be found on our website.

<https://www.molallariverschools.org/page/technology-services>

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a district provided Chromebook. This is consistent with the Molalla River School District Student Responsible Use and Digital Citizenship Agreement, which states that school staff, administrators, and parents have access to student online activity for monitoring purposes, and students have no expectation of privacy on the GAFE system. 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.

Chromebook Contract

By signing this agreement, I am accepting the terms of the MRSD Chromebook Contract. I agree to be financially responsible for the replacement and/or repair costs should the Chromebook be lost, stolen or damaged. This includes any damage or loss that occurs on or off of campus. My signature below also confirms my consent to allow my student to have a Google Suite for Education account and engage with other MRSD approved digital resources for educational purposes while attending MRSD, in full understanding and agreement with the Molalla River School District Student Responsible Use and Digital Citizenship Agreement and the Student Policy on the Use of Artificial Intelligence in Academic Work. This includes acknowledging the guidelines on Academic Integrity and the use of Artificial Intelligence (AI), specifically:

- Presenting AI-generated content as your own original work without proper attribution is a violation of academic integrity and constitutes cheating or plagiarism.
- Using AI to complete assignments or parts of assignments that your teacher has specifically instructed you to do independently is prohibited, as it undermines learning objectives and misrepresents understanding.
- Submitting AI-generated work for assessments (e.g., essays, reports, projects) where the expectation is original thinking, analysis, and writing is not allowed unless explicitly permitted by the teacher.
- When AI use is permitted or required, students must clearly and explicitly document how they used AI, including stating when and how it was used, identifying the specific AI tool(s), describing the prompts provided, and explaining how the AI-generated content was used and critically evaluated.

Student Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature _____ Date: _____