

Blue Ridge CUSD 18

Student/Parent Chromebook Usage Agreement and Expectations

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Overview

When signing the Student/Parent Chromebook agreement, you are acknowledging that you understand and accept the information in this document.

Students and families must understand that:

1. All students are allowed access to electronic resources unless the school is notified in writing by the parent/guardian.
2. Chromebooks are the property of Blue Ridge School District #18 and only students granted permission may take Chromebooks off school premises at any time.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of the Chromebook must support education.
5. All files stored on Blue Ridge #18 equipment and Google Drive and Email may be subject to review and monitoring.
6. Students are expected to keep Chromebooks in good condition. This includes keeping them in their case when going between classes.
7. The warranty on new devices will cover only defects in workmanship or materials of the device, not damage due to misuse, neglect or accident.
8. Students are expected to report any damage to any equipment as soon as possible. This means absolutely no later than the next school day.
9. Lost/stolen items are to be reported immediately.
10. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
11. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
12. All users are expected to follow existing copyright laws and educational fair use policies.
13. Students may only log in under their assigned username. Students may not share their password with other students or create additional user logins. Students who login under another name will be subject to disciplinary measures as outlined in the Blue Ridge Behavior and Discipline Code.
14. Students may not loan their chromebook or chromebook accessories to other students for any reason. Students who do so are responsible for any damage to their assigned device or accessory.
15. Any failure to comply may result in disciplinary action. Blue Ridge #18 may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.
16. Blue Ridge #18 reserves the right to confiscate assigned or loaned devices at any time. Also any device used or believed to be used to violate the acceptable use policy will be confiscated.

Rules and Guidelines

The rules and guidelines are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a Chromebook. Violations of these rules and guidelines will result in disciplinary action.

Acceptable Use of Electronic Resources

All use of technology must:

- Support learning
- Follow local, state, and federal laws
- Be appropriate for school

Security Reminders

- Do not share logins/passwords with other students
- Do not develop or use programs to harass others, hack, bring in viruses, or change others' files.

Activities Requiring Teacher Permission

- Sending unsolicited email to other students. All email must be of educational value.
- Instant-messaging
- Using headphones in class.
- Listening to music during classwork.
- Using webcam
 - Webcams will only be used for educational purposes such as recording videos or taking pictures to be included in a project
 - In the case of remote learning, students may use webcams to connect with other students only under parent supervision
- Downloading programs, music, videos, or games
- Playing games online. All games must be of educational value.

Un-acceptable Use of Electronic Resources

- Streaming music, videos, or movies
- Online gaming
- Flash drives are not authorized for use. All files should be backed up to Google Drives

Appropriate Content

All files must be appropriate for school. Inappropriate materials include, but are not limited to:

- Alcohol, tobacco, drugs
- Gangs
- Obscene language or nudity
- Bullying or harassment
- Discriminatory or prejudicial behavior

Printing

- BRHS students may be mapped to a printer that they are able to print to on a limited basis and only at the teacher's discretion.

Chromebook and computer use and care

- Chromebooks must be in a cart or in a case when not in use.
- Never lift the Chromebook up by just its screen.
- Never pull on or try to remove keys.
- Never store items on top of the Chromebook.
- Never leave a Chromebook in your locker without locking your locker.
- Close the lid to your Chromebook when not in use.
- Log off of your Chromebook at the end of use.
- Do not put stickers or additional markings on any Chromebook (including case and power cord).
- Charge the device after use.
- No food or drink should be present next to the Chromebook.

Troubleshooting Issues

1. A student may try to fix the problem only by:
 - a. Powering off and restarting the equipment
 - b. Ensuring device is connected to the wireless network
 - c. Asking a teacher for help
2. If nothing works then save any work and take the equipment to your teacher.
3. If possible, a loaner Chromebook will be checked out to the student.
 - a. Students will treat loaner equipment as their own
4. The student will be called to the office when their equipment is ready to be picked up.

Damaged Equipment

Repairs

Common Repair Costs are identified below:

- Non-touch Screen: \$50
- Touch Screen: \$150
- AC Adapter Brick: \$30
- Entire Keyboard: \$50
- Chromebook: \$275

Normal wear and tear will be remedied at no cost to the students. Normal wear and tear is subject to the discretion of the Technology Coordinator and Network Specialist.

Loaner Equipment

There will be a limited amount of extra equipment to be loaned to students. It is on a first come first serve basis. Students are responsible for the care of the loaner equipment.

Accidental Damage vs Negligence

If equipment is intentionally damaged or damaged due to negligence, the student may be subject to discipline and the cost of repair or replacement up to \$275.

Lost or Stolen Equipment

If any equipment is lost the student or parent must report it to the school immediately. Unsecured devices found at school will be taken to the office. Students/families are responsible for the cost to replace lost or stolen equipment.

Student & Parent Chromebook Usage Agreement / Return Page to Office

By signing below, I agree to the following:

I will take full responsibility for my Chromebook.

I will keep food and beverages away from my Chromebook.

I will not disassemble any part of the Chromebook or attempt repairs myself.

I will protect the Chromebook by storing and transporting it securely and safely.

I will use the Chromebook in ways that are appropriate and meet BRCUSD18 AUP expectations and are educational.

I will not download or install apps that are not approved by the District.

I will not place decorations (ex. stickers) or mark /draw on the Chromebook.

I will only access the Internet at school through the District's wifi network.

I will not disable, tamper with, or alter any District or manufacturer software or apps installed on the Chromebook.

I will be personally responsible for all damage or loss caused by accident, neglect, or abuse.

I will report damages as soon as they incur.

I will report a lost/stolen device immediately.

I will use only my login information to sign into the Chromebook.

Applicable to students who carry chromebooks with them:

I will bring my Chromebook with me to all of my classes.

I will not leave my Chromebook unsecured at any time.

I will bring my Chromebook to school fully charged each day.

I will always carry my Chromebook in the case when transporting.

I will keep the case and power adapter secured at all times.

I will not login to another student's Chromebook.

I will turn in my Chromebook at the end of the year.

We, _____ and _____

Student's Name (print clearly)

Parent/Guardian's Name (print clearly)

Understand and agree to the stipulations set forth in the Agreement and all District policies, rules, and procedures governing the use of technology including but not limited to BRCUSD18 Acceptable Use Policy.

Student Signature

Date

Parent Signature

Date