



CMS 1:1 Student Chromebook Agreement

2018-2019



1. Taking Care of Your Chromebook

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 library as soon as possible so that they can be taken care of 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.
- Chromebook covers can be decorated with school-appropriate stickers. Writing, drawing or affixing stickers directly to the Chromebook is not allowed.
- Student names should be visible at all times on the top cover.
- Heavy objects should never be placed on top of Chromebooks (even inside a backpack)

b. Cases

- Each student will be issued a protective case for his/her Chromebook that must be kept on the Chromebook at all times.
- Although the cases help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

c. Carrying Chromebooks

- Always transport the Chromebook with care and in the CMS issued protective case. Failure to do so may result in disciplinary action. If your case is broken please bring both your case and Chromebook the library
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

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, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Barcodes

- All Chromebooks will be labeled with a library barcode.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a library barcode.

2. Using Your Chromebook at School

a. Loaner Chromebooks and Chargers

- Students who do not bring their Chromebook to school and/or do not bring their Chromebook to school fully charged may check out a loaner Chromebook from the library and/or borrow a charger from their classroom teacher.

- The student who obtains a loaner will be responsible for returning the device to the library before 3:30 PM.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
- The library will document the number of times a student borrows a Chromebook and/or charger and a warning slip will be issued the third time a student has to borrow either item.
- Students will be assigned disciplinary consequences for borrowing a Chromebook and/or charger a combined 4 times or more.
- **Consequences for borrowing Chromebooks/Chargers are as follows:**
 1. **Any combination of 4 borrowed items per trimester = 1 lunch detention**
 2. **Any combination of 5 borrowed items per trimester = 1 lunch detention**
 3. **Any combination of 6 borrowed items per trimester = disciplinary referral to assistant principal**

b. Chromebook Use at School Strictly Limited to Educational Content

- Students found using the Chromebook to access social media, watch videos unrelated to educational content, play games, access music, or otherwise use the Chromebook as a form of entertainment unrelated to CMS educational content will face disciplinary consequences.

c. Backgrounds and Themes

- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

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 teacher.
- Students should have their own personal set of headphones for sanitary reasons.

e. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Students should set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.
- Students can also print at home by logging on to their Google accounts on a computer connected to a printer.
- Students can print at school in some classrooms or by sharing their files with a librarian who will print for them before or after school or at break or lunch.

f. Chromebooks Not to be Used Outdoors During Lunch or Break

- Students who need to use their Chromebooks during lunch or break must do so in a supervised indoor setting limited to a classroom or the CMS library. Students found using their Chromebooks outdoors during break or lunch will face disciplinary consequences.

3. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks for school work at home and other locations outside of school. A Wi-Fi 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. Students are bound by the CMS Use of Technology Policy, Administrative Procedures, Acceptable Use Agreement, and all other guidelines in this document whenever and wherever they use their Chromebooks.

4. Content Filter

The district utilizes an Internet content filter that is in compliance with 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 or the library staff to request the site be unblocked. Parents and students should be aware that the filter is not perfect. If objectionable material is discovered it should be reported immediately to their teachers or library staff.

5. Chrome Web Apps and Extensions

- Educational Chrome extensions and web apps will be pushed out to student Chromebooks by the district. Students are not allowed to install additional web apps or extensions from the Chrome Web Store.

6. Repairing/Replacing Your Chromebook

Each student will be assigned the same Chromebook for the duration of his/her time at CMS. In other words, the Chromebook you are assigned is YOURS for three years, so **take good care of it!**

a. Chromebook repair

- If your Chromebook is not working notify your teacher and take it to the library for repair.

b. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

- Replacement - \$250
- Screen - \$54.00
- Keyboard/touchpad - \$52.00
- Power cord - \$20.00

11. Appropriate Uses, Acceptable Use Policy, and Digital Citizenship

As described above, the Acceptable Use Policy applies to use of the Chromebook. School-issued Chromebooks should be used for educational purposes and students are to adhere to the CUSD Digital Citizenship Agreement and Acceptable Use Policy at all times. Please read and sign the use agreement below.



Carmel Unified Chromebook Use and Digital Citizenship Agreement

Carmel Unified believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Student Chromebooks are intended primarily for educational purposes, not for entertainment. Excessive use for browsing the web, playing games and watching videos can shorten the life of the battery and other components.

Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will immediately report any inappropriate behavior directed at me to my teacher, librarian, counselor, or other adult at school.

Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's drive, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

Respect and Protect the Learning Environment

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate web sites. If an inappropriate page, image or search result comes up, I will immediately close the window or tab.
- I will not play games on my computer without specific teacher instructions.
- I will not send or read instant messages or participate in online forums, chats or hangouts without specific teacher instructions.
- I will only send and receive school related email.
- I will only change background images and screen savers to school appropriate images.

Respect and Protect School Property/Chromebook

- I will bring my Chromebook to class charged every day.
- I will keep the protective case on my Chromebook at all times.
- I will not eat or drink while using my Chromebook.
- I will not carry my Chromebook by the top screen.
- I will immediately report any problems with my Chromebook (such as cracked screen, missing keys, and connectivity issues) to the library.

Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.
- I will not use my Chromebook to copy another student's work or share my work with another student in order for it to be copied, nor share my work with others who intend to use it as their own or submit someone else's work as my own.