

CMS 1:1 Student Chromebook Agreement

Rules, Guidelines, and Procedures

1:1 Student Chromebook Mission:

CMS endeavors to prepare students for an ever-changing world where technological advancements occur at a rapid rate. The mission of the 1:1 Student Chromebook program at Carmel Middle School is to create a collaborative learning environment for all students where technology is immediately available as a tool for learning. Making technology available enables students and teachers to implement transformative uses of technology and enhances student engagement with the content. It also promotes the development of self-directed and lifelong learners who are able to keep pace with a rapidly evolving technological landscape.

New Policies: After reviewing Chromebook repair requests from the past year it was determined that non-educational use of the Chromebook was responsible for a significant portion of the reported damage. In an effort to ensure that the Chromebook is maintained as an educational tool and to limit damage due to gaming and/or other unnecessary exposures, CMS has employed the following policies for the 2016-17 school year.

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

Chromebooks may not be used outside the classroom or library during lunchtime or breaks. Students who need to use their Chromebook during these times must do so in a supervised indoor setting limited to a classroom or the CMS library. Students found using their Chromebook outdoors during break or lunch will face disciplinary consequences.

1. Receiving Your Chromebook

a. CMS Parent-Student Chromebook Agreement

A CMS Parent-Student Chromebook Agreement must be signed before a Chromebook can be issued to the student. The agreement will be available to sign when you pick up your child's schedule at the CMS Welcome Back Dinner on Monday, August 10 or in the office at any time after.

b. Distribution

Students who have a signed agreement on file will receive their Chromebooks and cases during the first week of school. Chromebooks are all assigned a barcode tied to the serial number of the individual machine. Chromebooks are checked out like a textbook and students must return the same Chromebook that they were issued or pay the full replacement cost.

c. Transfer/New Student Distribution

All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the library. Both the student and parent/guardian must sign the CMS Chromebook Agreement prior to picking up a Chromebook.

2. Returning Your Chromebook

a. End of Year

At the end of the school year, students will turn in their Chromebooks and cases to the library. Failure to turn in the same Chromebook that was issued will result in the student being charged the full \$214.00 replacement cost. The District may also file a report of stolen property with local law enforcement agency.

b. Transferring/Withdrawing Students

Students that transfer out of or withdraw from CMS must turn in their Chromebooks, chargers, and cases to the library prior to their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$214.00 replacement cost. The district will also file a report of stolen property with the local law enforcement agency.

3. 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 or computer lab as soon as possible so that they can be taken care of properly. Students should not attempt to repair a Chromebook on their own as tampering with the Chromebook may result in a voided warranty. In addition, district-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Finally, students should never leave their Chromebooks unsecured as damage to or theft of a Chromebook is considered the student's responsibility.

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.
- Chromebooks can be decorated with removable, school-appropriate stickers. Writing or drawing on the Chromebook is not allowed. Stickers should not cover a student's name.
- 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 should remain on the Chromebook **at all times**.
- Cases are designed to help protect the Chromebooks but 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.
- 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. Asset Tags

- 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.

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. If a student forgets their Chromebook they may check out a loaner for the day. If a student arrives at school without their Chromebook sufficiently charged, they may use a charger

to charge their Chromebook. Students may borrow a Chromebook and/or use a charger up to three times each trimester without consequences. However, the fourth time a student borrows a Chromebook, uses a charger, or any combination of these accommodations exceeding three uses, he/she will be given a disciplinary referral and assigned one lunch detention.

a. If a student does not bring his/her Chromebook to school or comes to school without the computer sufficiently charged

- A student may stop in the library and check out a Chromebook for the day or use a library or classroom charger.
- The library will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and/or the number of times a student must use a charger and will refer the student to the assistant principal's office on the fourth occurrence or combination of occurrences.
- Students who borrow a charger or Chromebook four or more times in one trimester will receive a referral and be assigned lunch detention for each infraction.
- The students that obtain a loaner will be responsible for returning the borrowed device to the library before 3:30 p.m.
- If a loaner is not turned in by 3:30 p.m., the library will submit a report to the assistant principal's office. The assistant principal will contact the student and/or family as needed.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the computer lab.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students having their devices repaired may be taken home.
- The computer lab tech will contact students when their devices are repaired and available to be picked up.

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 or earbuds for sanitary reasons.

e. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the library and selected classrooms. Because all student work will be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school. Students may log into a print station to print their work.
- Students may 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/>.

f. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only CUSD students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.

g. Managing and Saving Your Digital Work with a Chromebook

- 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.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.

- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks for school related 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.

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 district.

a. Updates

- The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. 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 at school, then it will be blocked outside of school as well. If an educationally valuable site is blocked, students can contact their teachers or the library staff to request the block removed.

8. Software

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 stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are **NOT ALLOWED** to install web apps and/or extensions on their Chromebook. Any apps or extensions that are installed must be recommended by CMS faculty. If students find an app or extension they would like to download they must fill out the **Chromebook App/Extension Review Request Form** in the library and wait for approval before adding the app/extension to their computer. The request form will be reviewed by the CMS IT team and a decision will be made regarding the app/extension. Only apps/extensions that are deemed valuable for educational use will be approved through the request form. Students who choose to download apps/extensions or other content not approved for educational use will face disciplinary consequences.

9. Chromebook Identification

a. Records

- The district will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name and ID number of the student assigned to the device.

b. Users

- 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!

10. Repairing/Replacing Your Chromebook

a. Chromebook repair

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

b. Vendor Warranty

- Chromebooks include a one year hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- All repair work must be reported to the library.
- The warranty on the Chromebook is void if the back of the Chromebook is opened so students should never open the back of their Chromebook.

c. Estimated Costs (subject to change)

The following are estimated costs of Chromebook parts and replacements:

Replacement - \$214.00 Screen - \$54.00 Keyboard/touchpad - \$52.00 Power cord - \$32.00

d. Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The district has contracted with a third party insurance agency to provide optional coverage. You can get a quote here <http://www.safeware.com/> or from your insurance agent. (The cost is about \$30 a year and comes with a \$100 deductible).

11. No Expectation of Privacy

Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. 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. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

a. Monitoring Software

- Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
- The assistant principal will review and monitor the use of all accounts and web activity on a daily basis. Students who use or attempt to use the Chromebook inappropriately will face disciplinary consequences and may have a variety of their technology privileges revoked for an extended period of time.

12. Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the CUSD Digital Citizenship Agreement at all times. Please read and sign the use agreement below and have your student return it to their CORE teacher.

Please sign and return ONLY the agreement on the next page.

Keep the above information for your records.

Students must have a signed agreement on file in order to be assigned a Chromebook

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.

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 where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- 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 school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only send and receive school related email.
- I will only change background images and screen savers to school appropriate images.
- I will not download applications or extensions without first receiving permission from a CMS faculty member.

Honor Intellectual Property

- I will not plagiarize.
- I will cite any and all use of websites, images, books and other media.

By signing this agreement, I acknowledge that I have read, understand, and accept the terms of Chromebook Use Agreement. I agree to be financially responsible for the repair or replacement cost should the Chromebook be lost, stolen, or damaged. This includes any damage or loss that occurs on or off campus.

Date: _____

Student Name (Print) _____ Signature: _____

Parent/Guardian Name: _____ Signature: _____