



Chromebook Student/Parent Policy Agreement

1. Receiving your Device

- a. One Chromebook and charger are being loaned to the Student and are in good working order. The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement of the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the district Property and to return it in the same good condition upon request by Leipsic Schools.
- b. Parents and students must sign and return this agreement before the Chromebook can be issued to the student.
- c. Chromebooks will be collected at the end of each school year, on a date to be determined, so they can be checked for serviceability and to be stored for the summer. Whenever possible the student will get the same Chromebook for each year they attend Leipsic Schools.
- d. There will be no cost for students unless there is intentional damage or neglect, the 1:1 program will be paid for through school funds.

2. Device Ownership and Responsibility

2.1 Ownership

1. The Chromebook is owned by school district and will remain the property of Leipsic Local Schools and is loaned to the student for educational purposes only for the academic school year.
2. Students who terminate enrollment at Leipsic Local Schools for any reason must return their Chromebook, its case and its power cord.
 - a. If a student fails to return the Chromebook and accessories upon termination of enrollment he will be billed for a replacement unit, accessories, and shipping costs.

2.2 Care and Responsibility

1. The student is responsible for the general care of the Chromebook that has been issued by the school. A case will be provided by the school and **MUST** be put on and **KEPT** on as a preventative measure.
2. Chromebooks that are broken or fail to work properly must be taken to the Media Center, for an evaluation of the equipment.
 - a. Chromebooks that can be repaired on the spot will be repaired and returned to the student. In some cases a loaner may be issued for the duration of the school day.
 - b. If the Chromebooks must be sent out for repair a loaner will be provided.
 - c. Student will not attempt to disassemble any part of his or anyone else's Chromebook nor will he attempt any repairs.
 - d. Any cost associated with the repair or replacement of a unit that is due to intentional damage will be the responsibility of the student/family.
3. Screen Care - Do not place anything on your case that could put pressure on the screen, do not lean on the screen at any time. Only use a soft clean cloth to clean the screen. **DO NOT USE** cleaners of any type.
4. Chromebooks that are lost or stolen must be reported immediately to the Principal Office/Technology Coordinator. If a theft occurred at school or at a school related event or activity please report to your principal. The school will provide a replacement Chromebook and any cost associated with the replacement of the unit will be the responsibility of the student/family.
5. Lost power adapters will be replaced by the school and any cost associated with the replacement will be the responsibility of the student/family.
6. Identification labels have been placed on the Chromebooks. Both the serial number and name stickers on the Chromebook will be used to identify its assigned student in case of loss or theft.

These stickers must not be removed or modified. If they become damaged or missing contact the Tech Coordinator for replacements.

7. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
8. Chromebooks must remain free of any writing, drawing, stickers or labels that are not the property of Leipsic Local Schools.
9. The student is responsible for keeping the Chromebook's battery charged in preparation for each school day. Loaner Chromebooks will NOT be provided for uncharged Chromebooks, but we will have a limited number of loaner chargers.
10. The student must bring the Chromebook to school every day. A loaner will NOT be provided to those who forget. Repeat violations of this policy will result in disciplinary action.
11. The Chromebook is school property and all users must follow this policy and the Acceptable Use Policy for Technology that is located in the Student handbook.
12. Students may be selected at random to provide their Chromebook for inspection.

2.3 General Precautions

1. Take care when carrying the Chromebook so as not to drop it. If it is in your backpack be sure not to throw your backpack or put anything heavy on top of it.
2. Take care when leaving the Chromebook in your locker. If it is in your locker be sure that your locker is neat and organized so that the Chromebook does not fall out when the locker is opened.
3. Do not drink or eat while using your Chromebook as liquid spilled on the keyboard will damage the computer.
4. When not using your Chromebook always store it in a secured location.
5. Chromebooks should be taken home every night and not left in your locker overnights, weekends or holidays.
6. Chromebooks must never be left in an unlocked locker, an unlocked car or any unsupervised area.

3. Using your Chromebook

1. You must bring your Chromebook to school every day with a fully charged battery.
2. Login to the Chromebook is restricted to one user. The Student agrees not to make attempts to change this.
3. Your teachers will determine whether or not use of the Chromebook is appropriate for the day's lesson, and it is up to their discretion as to when it is used.
4. Inappropriate media may not be used as background images, screensavers or profile pictures. Visual representation of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols and other inappropriate content is not acceptable and use of such material may result in disciplinary actions and/or loss of privileges.
5. Sound and music must be muted at all times in class unless permission is obtained from the teacher for instructional purposes.
 - a. If used in the Media Center, Auditoria or other public area, headphones must be used.
6. The District property may be used by the student only for non-commercial purposes, in accordance with District's policies and rules, the District Acceptable Use and Internet Safety Policy (Policy 7540.03), as well as local, state, and federal statutes.
7. The Leipsic Local Schools network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.
8. An email account will be available for each MS/HS student to use for appropriate, academic communication with other students and staff members only. This email is for communication within the school district.

3.1 Printing

1. Printing will be available from the Chromebook in school with teacher permission during class or breaks.
2. Printing can be done from home. Google provides documentation to configure your printer at home using Google Cloud Print.

3.2 Storing your Chromebook

1. When students are not using their Chromebook, they should store them in their locked locker.
2. Nothing should be placed on top of the Chromebook when stored.
3. Chromebook should not be stored in a student's vehicle at school or at home for security and temperature control measures.
4. Chromebooks left unsupervised will be confiscated by the staff. Disciplinary action may be taken for leaving your Chromebook in an unsupervised location.

Student Responsibilities

Your device is an important learning tool and is to be used for educational purposes only. In order to take your device home each day, you must be willing to accept the follow responsibilities:

- When using the device at home, at school, and anywhere else I may take it, I will follow the policies of Leipsic Local Schools, especially the Student Code of Conduct and the Acceptable Use and Internet Safety Policy (Policy 7540.03), and abide by all local, state, and federal laws.
- I will treat the device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my device in my school-issued protective case at all times.
- I will not lend the device to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software onto the device that is deemed inappropriate
- I will not remove programs or files from the device.
- I will not give personal information when using the device.
- I will bring the device to school every day.
- I will not use my device to access personal email accounts such as Gmail or Yahoo, not pertaining to classroom activities.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to repair the device.
- I will return the device when requested and upon my withdrawal from Leipsic Schools.

Parent/Guardian Responsibilities

Your son/daughter/ward has been issued a device to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- I will supervise my child's use of the device at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the device, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the device. I will not load or delete any software from the device.
- I will make sure my child recharges the device battery nightly.
- I will make sure my child brings the device to school every day.
- I understand that if my child comes to school without the device, I may be called to bring it to school.
- I agree to make sure that the device is returned to school when requested and upon my child's withdrawal from Leipsic Schools

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

Parents/guardians be advised that determined users may be able to gain access to information, communication and/or services on the Internet which the school has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The School District has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the School District's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the Leipsic School District's Acceptable Use and Internet Safety Policy (Policy 7540.03) for the student's access to the School District's computer network and the Internet. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy.

I am, therefore, signing this agreement and agree to indemnify and hold harmless the School District against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the Acceptable Use and Internet Safety Policy (Policy 7540.03). Further, I accept full responsibility for supervision of my child's or ward's use of his/her access account if and when such access is not in the school setting.

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Please complete and return this portion of the form. This signed form MUST be received BEFORE the Chromebook will be issued to the student.

STUDENT SIGNATURE

I have read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Policy (Policy 7540.03) of the Leipsic Local School District. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I have read and understand the responsibilities of use of the school-owned equipment.

Student Name (PRINT CLEARLY)	Grade	Student Signature	Date
Student Name (PRINT CLEARLY)	Grade	Student Signature	Date
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Student Name (PRINT CLEARLY)	Grade	Student Signature	Date

PARENT SIGNATURE

I have read and understand the responsibilities of my child's use of the school-owned equipment and my responsibilities as the parent/guardian.

Parent/Guardian's Name(s) (PRINT CLEARLY)	Parent/Guardian's Signature(s)	Date
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