

Albert Gallatin Area  
School District



Chromebook Initiative

*Albert Gallatin High School*

*2017-18*

## Albert Gallatin Area SD Chromebook Agreement

A Chromebook and accessories in good working order are being lent to each student, beginning in 9<sup>th</sup> grade. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document. This equipment remains at all times the Property of the Albert Gallatin Area School District and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way.

The equipment is for the use of the student only; family and friends should not use the equipment. Inappropriate use of the device may result in the student losing his or her right to use of the Chromebook. The equipment will be returned when requested by Albert Gallatin Area School District, at the end of the school year, or sooner, if the student is enrolled in Alternative Education, or withdraws from the District prior to the end of the school year.

The District property may be used by the student only for noncommercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

Students may install Chrome apps from their personal account at their own expense. *But please note that personal apps, videos and photos may be deleted if required to free up space for District apps and documents, or if found to be interfering with district use of the Chromebook.*

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook or any school owned computer. The Albert Gallatin Area School District 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 school network.

Asset tags have been placed on the Chromebooks. These labels are not to be removed or modified. If they become damaged or missing, contact the Technology Department for replacements, who can assist with replacement tags. Additional stickers, labels, tags, or markings of any kind are not to be added to the device. An email account—a school licensed Gmail account (@agcolonials.org) - will be available for each student to use for appropriate academic communication with other students and staff members only. This email is for communication within the Albert Gallatin Area School District only.

The student agrees to use best efforts to assure that the District property is not damaged, or rendered inoperable by any electronic means, including virus or Operating System rooting activities, while in the student's possession.

The student acknowledges and agrees that the students use of the District Property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the "student's responsibility" to protect and safeguard the District Property and to return the same in good condition upon request to the Albert Gallatin Area School District.



### Student Responsibilities

The Chromebook is an important learning tool and is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Albert Gallatin Area School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will stay in my possession at all times.
- I will not remove District owned programs or files from the Chromebook.
- I will charge my Chromebook nightly so that it has a full charge at the start of school every day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic 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 them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify the Technology Department, teachers, and/or administrators.
- I will bring the Chromebook to the Technology Department if it needs repair. If it needs repair, the student's record will be checked, a loaner may be checked out if the student is eligible and device is available.



### Parent/Guardian Responsibilities

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

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



### Use and Care of Your Chromebook

- Bring it to school every day. Chromebooks are intended for use at school each day. Teachers will plan their lessons assuming that all students will bring their Chromebooks with them with plenty of charge. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using Chromebooks. You are expected to be responsible to bring your Chromebook to all classes, unless specifically instructed to do otherwise by your teacher or principal.
- Charge your Chromebook every night. Be sure to have a full charge as you enter school each day. Make charging your Chromebook part of your nightly routine before going to bed on school nights.
- Makeup is a must if you do without. If you leave your Chromebook at school, or come to class without a charge, you are still responsible for all your coursework. If you leave your Chromebook at home for multiple consecutive days, your teacher or principal may request that you bring the device in to verify possession and condition of your Chromebook. Repeatedly not having your Chromebook at hand or not having it charged for class, may be cause for disciplinary action.
- Keep only school appropriate media on your computer. Inappropriate media should not be on the Chromebook and may not be used as a screensaver or background image. The Chromebook should not be used to take photos unless as part of an assignment or instruction by school staff.
- Do not take images, video or audio without subject consent and school staff permission. Taking pictures and recording audio or video without permission is inappropriate, and without consent is unlawful. Posting them to the Internet is a violation of our school policies.
- Obey copyright. Individually purchased, legal, school appropriate media is allowed on your Chromebook, however, you may be asked to remove any media files at any time. Illegal downloading and distribution of copyrighted works are serious offences and carry with them the risk of substantial fines and criminal prosecution. Copyright infringement violates the District's Internet Acceptable Use Policy and leads to disciplinary action.
- Abide by media content expectations. Parents should work in concert with teachers and administrators to set expectations for appropriate apps, content, music, videos, games, and E-texts on your Chromebook. The following are NOT allowed on student Chromebooks: apps rated 17+ or ESRB Mature, films rated R and NC17, television shows with TVMA rated content, and media rated Explicit Content. Inappropriate content is not allowed and any violation of this policy will result in disciplinary action.
- Keep browsing safe and through the school filter. The District's IT department and technology support staff work responsibly to ensure that potentially inappropriate sites are blocked by the District's Internet filter, in accordance with all applicable laws. Students are expected to abide by the Internet Acceptable Use Policy, and are in violation if they access sites through proxies or otherwise circumvent the school filter. At home it is parents' and guardians' responsibility to monitor students' Internet access. For more information on Internet safety, apps, and ratings, please check the guides at [commonsensemedia.org](http://commonsensemedia.org).



### Use and Care of Your Chromebook (cont.)

- Turn down the volume and pull out the headphones. Speakers are to be muted at all times, unless you are granted permission by your teacher for instructional purposes. You may also use headphones at teacher discretion.
- Leave the District loaded apps on your Chromebook. Do not delete any District loaded apps, folder, files, or file management software. Deletion of certain files or apps will interfere with your ability to complete coursework.
- Avoid eating and drinking while using your Chromebook. Firstly, eating and drinking while using your computer is bad for your personal hygiene because germs are more likely to be spread from the keyboard to your mouth. Secondly, doing so puts your Chromebook at risk to crumbs and spills that can do permanent damage to the function and life of your device. This is considered neglect. A Chromebook with damage as a result of spilled liquids or foods is not covered under the protection plan.
- Never leave your Chromebook unsecured. Your Chromebook should never be in an unlocked locker, car or any unsupervised area. This is considered neglect.
- Never leave your Chromebook exposed to extreme elements. Chromebooks are sensitive to heat and liquids, therefore leaving them in cars, direct sunlight, outdoors, or anywhere they could get hot, cold, damp or wet should be avoided. This is considered neglect.
- Notify the Technology Department, teachers, and/or administration if your Chromebook has a problem. Whether your Chromebook is not functioning properly, has suffered some damage, or is missing, it is your responsibility to let a school official know as soon as possible. Never try to repair your Chromebook yourself. Clean only with a dry or barely damp cloth.
- Limit damage over time. More than one occurrence of loss, theft or damage in 90 school days will be interpreted as neglect. More than two occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.



### No Expectation of Privacy

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school related purposes or not. At any time, without prior notice of consent, the District may access, supervise, view, monitor, log, and record student data and browser use history of Chromebooks at any time for any reason related to the operation of the District. From time to time, the District may conduct random physical checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

### Monitoring Software

School administrators, teacher, and technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks while at school.

### Files Downloaded onto Chromebooks

All images, documents, files, and apps downloaded onto the Chromebook become the property of Albert Gallatin Area School District as allowable by law.



### Insurance Protection Plan

Please read this entire document to determine if this program is needed for you and your child's protection against damage of the loaned Chromebook equipment in your care. Please refer to the Incident Assessment Chart to see how the whole plan, associated potential charges, and incident reporting work. This form must be completed and marked **YES** or **NO** before the Chromebook will be provided to the student.

The administration will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the Chromebook to and from School. It will be the right of the school administrators and designees to determine if damages were due to negligence or accidental.

### Coverage and Benefit

This agreement covers the Chromebook loaned to the student against some incidents of accidental damage.

The following items are **NOT** covered:

1. A Chromebook that is lost or stolen.
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, immersion in liquid, any type of damage by food or drink, caused by pets, rough handling, excessive sliding across rough surfaces, or using the device as a "skid."
3. Intentional misuse of one's own or a peer's device.
4. More than one accidental incident, including more than one broken screen or accessories.

### Effective and Expiration Dates

This coverage is effective from the date this required form and premium payment are received by the School through the date at which the Chromebook is required to be returned in good order to the School.

### IPP Premium

The total premium cost is **\$30.00** for each School Year period. Partial semesters/years are not refundable.

It is agreed and understood that:

- The IPP is offered to all students.
- Participation in the IPP is totally voluntary.
- A separate signed application will be needed for each Chromebook covered.

*Disclaimer: It will be the right of the building principal or his/her designee to determine if damages were due to negligence or accidental.*





Incident	Action(s) Necessary	Cost
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<p><b>Accidental Damage</b> of Chromebook, Adapter or Power Cord (<i>1st Instance</i>)</p>	<p>A report must be made immediately to the Technology Department or teacher who will be responsible to record the incident.</p> <p>The device must be returned to school so that a new or spare device may be issued.</p>	<p>With the Protection Plan, no cost for accidental damage.</p> <p>Without the Protection Plan, cost of replacement will be assessed.</p>
<p><b>Accidental Damage</b> (<i>2nd Instance</i>) More than one (1) occurrence of loss, theft or damage in 30 school days will be interpreted as neglect.</p>	<p>A report must be made immediately to the Technology Department or teacher who will be responsible to record the incident.</p> <p>The device must be returned to school so that a new device or spare device may be issued, however, a replacement device may not be issued for a 2nd break.</p> <p>The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p>	<p>With or without the Protection Plan, \$30 fee or replacement cost, whichever is greater, will be assessed.</p>
<p><b>Accidental Damage</b> (<i>3rd and additional instances</i>) More than two (2) occurrences of loss, theft or damage during the school calendar year will be interpreted as neglect.</p>	<p>A report must be made immediately to administration. The device must be returned to school so that a new device or spare device, however, a spare device may not be issued for a 2<sup>nd</sup> break.</p> <p>The student may be required to wait until the original device is returned from service before having use of a Chromebook.</p> <p>Some loss of privileges of using the Chromebook may occur such as the following: limiting participation in the Chromebook program may not be permitted to take the device home. This may also result in a referral for disciplinary action.</p>	<p>With or without the Protection Plan, \$30 fee or replacement cost, whichever is greater, will be assessed.</p>
<p><b>Intentional Damage /Neglect</b></p>	<p>Upon notification or administration's knowledge of an incident of intentional damage or neglect, the device must be returned to school. Deliberate damage will be referred to the administration.</p> <p>Applicable Board policies and/or school building policies will be followed with regard to appropriate discipline for damage to school property.</p>	<p>Replacement Cost</p>
<p><b>Loss / Theft</b> Unless person(s) responsible for a theft are identified, the incident will be considered a loss.</p>	<p>A report must be made immediately to administration. In the event of theft, a police report is to be filed.</p> <p>Administration will determine subsequent action regarding replacement.</p>	<p>Replacement Cost</p>



**STUDENT/PARENT CHROMEBOOK AGREEMENT SIGNATURE PAGE**

**\*\*To be completed, signed and returned to your building principal before receiving your equipment\*\***

Student Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
Building \_\_\_\_\_ Grade \_\_\_\_\_ Student ID Number \_\_\_\_\_

Parent Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Student Agreement for Chromebook Use

I, \_\_\_\_\_, (print student’s first/last name) agree to the following:

- I have read the AGASD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the school policies and this handbook at all times, while at school as well as outside of the school day.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect or intent.
- I will notify the Technology Department and/or administration in case of damage, theft, vandalism, and loss of device within 24 hours; further I will file a report with local police or school resource officer in case of theft, vandalism, or loss of device within 48 hours.
- I agree to return the District Chromebook, power adapter, cord and any accessories provided by the District in good working condition at the end of the school year, if I am removed to an alternative education placement, or withdrawn from AGASD.
- I understand I must clear all fees before participating in school related events, including attendance at sports, dances, and graduation.

Parent/Guardian Agreement

I, \_\_\_\_\_, (print parent’s first/last name) agree to the following:

- I have read the AGASD Internet Acceptable Use Policy and the Chromebook Handbook. I will follow all of the policies and regulations included the policy and the handbook at all times, and will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes and therefore my child’s violations this agreement may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student’s Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement. I understand I have an option to purchase a \$30 Insurance Protection Plan(IPP), good for one accidental incident (per School Year).
- I will assume full responsibility for any harmful or illegal content on the Chromebooks and will monitor my child’s use of the device at home.
- I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the District.



**STUDENT/PARENT CHROMEBOOK AGREEMENT SIGNATURE PAGE**

**\*\*To be completed, signed and returned to your building principal before receiving your equipment\*\***

If my student fails to return to the District the Chromebook, power adapter, cord, and accessories provided by the District at the end of the school year, enrollment to Alternative Education, or upon termination of enrollment in the Albert Gallatin Area School District, I will pay the replacement cost of the Chromebook, power adapter, cord, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_



**Albert Gallatin Area School District Chromebook Damage Report**

Name: \_\_\_\_\_

Passcode to Unlock: \_\_\_\_\_ Asset Tag #: \_\_\_\_\_

Building: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Damage (include how damage occurred):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**OFFICIAL USE ONLY:**

IPP Purchased: YES NO

Damage Covered: YES NO

If NO, rationale: \_\_\_\_\_

Resolution/Action: \_\_\_\_\_

Signature of Official: \_\_\_\_\_ Date: \_\_\_\_\_

### **Procedures for Damages Not Covered**

#### **1. Did not purchase annual Insurance Protection Plan.**

- a. Parent/student will complete damage report.
- b. Technology Department will assess damage and prepare cost to fix.
- c. Parent/Student will receive an invoice of cost and description of repair.
- d. Record of invoice sent and any payments received will be sent to the school for the student record.

#### **2. Insurance Protection Plan purchased but repair not covered; Chromebook determined to be lost, stolen, vandalized, neglected, or have multiple accident claims.**

- a. Parent/student will complete damage report.
- b. Technology Department will assess damage and prepare cost to fix.
- c. Technology Department will provide explanation of why the damage was deemed not to be covered by Insurance Protection Plan.
- d. Parent/Student will receive an invoice of cost and description of repair.
- e. Record of invoice sent and any payments received will be sent to the school for the student record.

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