

## Instruction

### Chromebook/Mobile Device Student User Agreement

#### Rules and Appropriate Usage

Eastern Local Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks/Mobile Devices issued to students are the property of Eastern Local Schools. The distribution of a Chromebook/Mobile Device to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. **Before a Chromebook/Mobile Device will be issued for use at home, students and parents or guardians must sign the “Eastern Local Schools Network / Internet Acceptable Use” Policy form, “Chromebook/Mobile Device Student User Agreement and Parent Permission Form.” These forms must be completed each school year.**

The policy, procedures, and information within this document apply to all District-owned Chromebook/Mobile Devices used in, and out of, District schools, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

Students are expected to abide by the following rules and behavioral expectations, while using a Chromebook/Mobile Device, both at home and within the school:

#### USE OF EQUIPMENT (Hardware and Software)

- Student must have a **“Eastern Local Schools Network / Internet Acceptable Use”** Policy form, and **“Chromebook/Mobile Device Student User Agreement and Parent Permission Form”** signed by a parent/guardian on file with Eastern Local Schools in order to use the Chromebook at home and to access the Internet while using the Chromebook/Mobile Device.
- The school Chromebook/Mobile Device is to be used for educational purposes only.
- The use of the Chromebook/Mobile Device must not violate the parent/guardian/student signed **“Eastern Local Schools Network / Internet Acceptable Use”** Policy form. Copies of the **“Eastern Local Schools Network / Internet Acceptable Use”** Policy form may be found in the Parent/Student Handbook and are available for downloading and printing on the Eastern Local Schools website.
- Student may not destroy, deface, or alter Chromebook/Mobile Device equipment, identifying labeling or files not belonging to the student.
- Student may not remove district installed software (“Apps”) from the Chromebook/Mobile Device or may not install software (“Apps”) that is not approved by administration or teachers. Plymouth Public Schools reserves the right to remove software (“Apps”) from, or add software (“Apps”) to the Chromebook/Mobile Device at any time.

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### THE NETWORK

- Online chat rooms, message boards, forums, etc. may not be accessed by students while using the Chromebook/Mobile Device without prior consent from a teacher, or person monitoring the Internet use, or as in accordance with the “**Eastern Local Schools Network / Internet Acceptable Use**” Policy .
- Engaging in online activities, while using the Chromebook/Mobile Device, that are in violation of this policy will result in automatic termination of the student's network/Internet privileges in accordance with the “**Eastern Local Schools Network / Internet Acceptable Use**” Policy .
- Sending messages via school technology with the intent to intimidate, frighten, threaten, harass, ridicule or bully another person is considered harassment and will have consequences per the Parent/Student Handbook Student Discipline Code, Eastern Local Schools Bullying Policy. Eastern Local Schools Sexual Harassment Policy and the Eastern Local Schools Acceptable Computer Use Policy.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook/Mobile Device security measures including filtered Internet sites.☒

### PRIVACY

- It is a violation of the “**Eastern Local Schools Network / Internet Acceptable Use**” Policy to share your password with anyone else, or to access any account belonging to other students, faculty, or staff.☒

### MANAGEMENT

- Since the Chromebooks/Mobile Devices belong to Eastern Local Schools, Eastern Local Schools will be monitoring all devices. Files created using the Chromebook/Mobile Device, or stored on school servers, are not private. Eastern Local Schools reserves the right to search District assigned Internet services accounts, such as District assigned student email accounts, accessed with school equipment, if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of Eastern Local Schools technology devices will result in loss of network/Internet privileges, and other consequences as per the Parent/Student Handbook Student Discipline Code, Eastern Local Schools Bullying Policy , Eastern Local Schools Sexual Harassment Policy and the “**Eastern Local Schools Network / Internet Acceptable Use**” Policy .☒

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### RESPONSIBILITIES

By signing the “**Eastern Local Schools Network / Internet Acceptable Use**” Policy form and this “**Chromebook/Mobile Device Student User Agreement and Parent Permission Form,**” students and parents or guardians agree to:

- **Submit their Chromebook/Mobile Device to school authorities upon request.**

Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks/Mobile Devices do not contain any unapproved software or files.

- **Protect the Chromebook/Mobile Device from damage and theft.**

Required precautions include the use of the protective case when transporting the Chromebook/Mobile Device. Parents or guardians will incur a financial obligation to the school for any missing Chromebook/Mobile Device. Parents or Guardians will also incur a financial obligation for any repairs that are required for the Chromebook/Mobile Device.

- **If damage to the Chromebook/Mobile Device is intentional, willful or purposeful, as determined by Eastern Local Schools, the parents or guardians will pay the full replacement cost of the Chromebook/Mobile Device (as listed in the applicable School District Chromebook/Mobile Device Protection Plan form), protective case and/or AC power adaptor, regardless of the “School District Chromebook/Mobile Device Protection Plan” choice.**

Students will be provided with a username and password. Students must change their passwords. Students must never share or give passwords to other students.

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## STUDENT EXPECTATIONS

As a learner I will:

1. Never leave my Chromebook/Mobile Device unattended.
2. Make sure the Chromebook/Mobile Device is not subject to careless or intentional damage (e.g., as a result of horseplay)
3. Ensure that, when the Chromebook/Mobile Device is being transported, it is as secure as possible. The Chromebook/Mobile Device **MUST** be carried in its protective case.
4. Ensure that my Chromebook/Mobile Device is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).
5. Store my Chromebook/Mobile Device in a safe place, when not in use (e.g., lunch, PE, etc.). The Chromebook/Mobile Device should be in its case and no items will be stacked on top of it.
6. Use my Chromebook/Mobile Device for the task assigned by my teacher at all times. Chromebooks/Mobile Devices will **ONLY** be used for educational purposes.
7. Not decorate the Chromebook/Mobile Device in any way, including the use of stickers or decals, and not allow it to be subject to graffiti/defacing.
8. **Not install or download software (“apps”) that is not approved by administration or teachers.**

## CONSEQUENCES FOR VIOLATION OF CHROMEBOOK/MOBILE DEVICE RULES:

By signing this User Agreement, you commit to the student expectations and understand the consequences for violation.

### Consequences for Breaches of the Acceptable Use Agreements

In the event a student breaches any part of the “**Eastern Local Schools Network / Internet Acceptable Use**” Policy form and/or “**Chromebook/Mobile Device Student User Agreement and Parent Permission Form,**” consequences will be imposed by the school per the Parent/Student Handbook Student Discipline Code, Eastern Local Schools Bullying Policy, Eastern Local Schools Sexual Harassment Policy, the “Fees, Fines, Charges” Policy and the “**Eastern Local Schools Network / Internet Acceptable Use**” Policy as applicable.

Damaged Chromebooks/Mobile Devices should be brought to the school technology department to initiate the repair process. In the case of loss/theft, a police report should be filed by the parent/guardian. A copy of the police report should be provided to the school technology coordinator.

### **Cost of Repairs**

Students and Parents/Guardians will be held responsible for ALL damage to their Chromebook/Mobile Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, parents/guardians will incur a financial obligation equal to the full replacement value of the device.

Lost items such as cases and cables will be charged the actual replacement cost.

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I have read, reviewed and understand the **“Eastern Local Schools Network / Internet Acceptable Use”** Policy and the **“Chromebook/Mobile Device Student User Agreement”** and I have discussed both fully with my child. I further understand my rights under the Children’s Online Privacy Protection Act (COPPA), described in Question 1 of the Frequently Asked Questions/Hints & Tips for Parents Section of this Agreement, and with that understanding, I give permission for my child to use Google Apps for Education on my child’s Chromebook/Mobile Device. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use by setting and conveying the school’s standards, procedures and rules when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with the Eastern Local Schools **“Chromebook/Mobile Device Student User Agreement”** and with the **“Eastern Local Schools Network / Internet Acceptable Use”** Policy contained in the Eastern Local Schools Parent/Student Handbooks.

Parent/Guardian Name (PRINT)

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_







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\_Date \_

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## FREQUENTLY ASKED QUESTIONS/HINTS & TIPS FOR PARENTS

### 1. Are there laws that help to protect my child online?

Children's Online Privacy Protection Act (COPPA)

- a. The Children's Online Privacy Protection Act (COPPA) requires parental permission whenever a website or application collects personally identifiable information from children under age 13.
- b. By participating in Google Apps for Education, student information may be collected and stored electronically and shared with the District.
- c. The District's use of student information is for educational purposes only.
- d. For more information on COPPA compliance, see the Federal Trade Commission's website at [www.ftc.gov/coppa](http://www.ftc.gov/coppa).
- e. The privacy policies associated with use of Google Apps for Education are available at <https://www.google.com/enterprise/apps/education/benefits.html>.

### 2. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook/Mobile Device if it is damaged, lost or stolen?

If the Chromebook/Mobile device is stolen or lost, the student/parent/guardian is responsible for filing a police report immediately. A copy of the police report should be provided to the school Principal. If a Chromebook/Mobile device has been intentionally damaged, or lost (without a Police Report), then the parent or guardian will be responsible for any incurred costs up to the cost of a Chromebook/Mobile Device as specified in the applicable **School District Chromebook/Mobile Device Protection Plan** form. Parents may opt in for the **School District Chromebook/Mobile Device Protection Plan** to cover the costs of accidental damages and/or loss (theft). Please DO NOT attempt to repair the Chromebook/Mobile Device yourself.

### 3. As a parent/guardian, how do I monitor my child's use of the internet?

Please see the attached document entitled "Parents' Guide to Safe and Responsible Student Internet Use" for suggestions on monitoring your child's use of the internet.

### 4. What if we don't have Wi-Fi at home?

A Chromebook's/Mobile Device's use is maximized with Wi-Fi, but it can be used in an offline mode should Wi-Fi not be available. It will automatically connect to Wi-Fi and upload work upon entering the Eastern Local Schools campus.

### 5. What if a student forgets to charge the Chromebook?

There will be a limited number of power outlets in the classrooms. Students who consistently (three times or more) come to class unprepared without a charge will be required to leave their Chromebook/Mobile Device at school for overnight charging.

### 6. Will students keep the Chromebook/Mobile Device for the summer?

Chromebooks/Mobile Devices and all Eastern Local Schools accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year.

**Please contact the Technology Dept. with any questions.**

## Parents' Guide to Safe and Responsible Student Internet Use

Eastern Local Schools recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your child's use of the Chromebook/Mobile Device.

- **Take extra steps to protect your child.** Encourage your child to use and store the Chromebook/Mobile Device in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.
- **Go where your child goes online.** Monitor the places that your child visits. Let your child know that you're there, and help teach him or her how to act as he or she works and socializes online.
- **Review your child's online friends list.** You may want to limit your child's online "friends" to people your child actually knows in real life.
- **Understand sites' privacy policies.** Internet sites should spell out your rights to review and delete your child's information.
- **Limit the time your student is on the Chromebook/Mobile Device.** While the Chromebook/Mobile Device is a very engaging device, it is a school work device. Care and constant monitoring will reduce your child's exposure to excessive use.
- **Report unwelcome or malicious online threats.** Report immediately to the school any online interactions that can be considered threatening.
- **Help your child develop a routine.** Many parents have found success by helping create a routine for their child's computer use. Define a routine as to how the Chromebook/Mobile Device is cared for and when and where its use is appropriate.
- **Take a look at the apps or programs.** It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the Chromebook/Mobile Device.
- **Read and share with your child the Chromebook/Mobile Device Student User Agreement and Parent Permission Form.** By reading and discussing the care and use policies, you can create a clear set of expectations and limitations for your child.

### General Tips for Parents for Internet Safety:

- Talk with your child about online behavior, safety, and security early on and continually. Set rules for the internet just as you do on use of all media sources such as television, phones, movies, and music.
- Monitor your child's computer use. Know his or her passwords, profiles, and blogs. When the Chromebook is taken home by the student, it is strongly recommended that it will always be used in a common family location.
- Let children show you what they can do online and visit their favorite sites.
- Set limits and clear expectations for computer use.
- Look into safeguarding programs or options your online service provider may offer; these may include filtering capabilities.