

Chilton County Schools
Digital Device Acceptable Use Agreement

Students in grades 7-12 will be issued a Chromebook. The use of digital devices at Chilton County Schools (CCS) is considered a privilege, not a right. The privilege of using the technology resources provided by Chilton County Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at Chilton County Schools. Legal title to the property is with the district and shall at all times remain in the district.

Inventory and Asset Tag Information

Each device and charger is individually labeled and inventoried (by asset tag number and/or device serial number) to the individual student to which it has been loaned. At no time should any CCS inventory or asset tag number be tampered with or removed. Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to school.

These procedures are provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. If a person violates any of the guidelines named in this procedure, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The Chilton County Schools Code of Conduct and Student Handbook shall be applied to student infractions.

Digital Devices Issued to Students, but NOT Taken Home Overnight:

Devices will be issued to students for use during the school day, and returned to the appropriate charging cart for overnight charging.

Student Responsibilities:

1. Follow the policies of Chilton County Schools, especially the Student Code of Conduct and the Student/Parent Agreement/Permission Form for Use of School System Computers and Internet Access.
2. Obey general school rules concerning behavior and communication that apply to digital device use.
3. Immediately report when a digital device is stolen to the appropriate school officials.
4. Keep all accounts and passwords assigned secure and do not share with any other students.
5. Carry the device in a protective case/sleeve or backpack.
6. Treat the digital device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
7. Secure digital devices at all times to include shutting down and locking when work is complete to protect work and information.
8. Ensure the digital device is never left unattended.
9. Do not take the digital device home.
10. Do not attempt to repair the digital device.
11. Do not give personal information when using the device.

Digital Devices Issued to Students to be Taken Home Overnight:

Devices will be issued to students for use during the school day and at home.

Student Responsibilities:

1. Student digital devices will be taken home each night and will be carried in a protective case/sleeve or backpack.
2. Prior to receiving a district-provided digital device, students must return the CCS Digital Device Check-Out Agreement signed by both student and parent.
3. Follow the policies of Chilton County Schools, especially the Student Code of Conduct and the Student/Parent Agreement/Permission Form for Use of School System Computers and Internet Access.
4. Obey general school rules concerning behavior and communication that apply to digital device use.
5. District-provided digital devices will be distributed for use during the school year, and must be returned with all accessories before the end of the school year, or when a student is expelled, withdraws, graduates or transfers to another school.
6. Digital devices are intended for use at school each day. In addition to teacher expectations for digital device use, school messages, announcements, calendars and schedules may be accessed using the digital device.
7. Digital devices must be brought to school each day with the battery fully charged.
8. Students are responsible for bringing their digital device to all academic classes, unless specifically instructed not to do so by their teacher.
9. If students forget to bring the digital device to school, they will still be responsible for completing all class assignments and work using textbooks, paper and pencil.
10. Students who repeatedly leave the digital device at home will temporarily lose digital device privileges.
11. Digital devices that malfunction or are damaged must be reported to the school Technology Coordinator. Do not attempt to repair or pay someone to repair the digital device. The school district will be responsible for repairing digital devices that malfunction.
12. If a student maliciously or intentionally damages a digital device or if the device is damaged, lost or stolen due to neglect, the student will be responsible to pay the cost of repairs or a replacement digital device, app licenses, and accessories -- currently valued at \$350. This will be determined after the investigation of the circumstances on a case-by-case basis.

Apps, Files and More

1. The apps, settings and configuration profiles originally installed by the district must remain on the digital device in usable condition and easily accessible at all times.
2. Students are not permitted to install apps on the digital devices unless instructed to do so by a CCS staff member.
3. Students may be required to turn in digital devices periodically for upgrades or syncing.
4. Students are allowed to set up wireless networks on digital devices. This will assist them with the digital device use while at home.
5. Students may be selected at random to provide the digital device they were issued for inspection.

Student Responsibilities/Expectations for Chromebook Care:

The digital device is an important learning tool and is to be used for educational purposes only. In order to use a Chilton County Schools' digital device, you must be willing to accept the following responsibilities:

1. Bring the digital device to school every day.
2. Recharge the digital device every night.
3. Carry the device in a protective case/sleeve or backpack.
4. Immediately report when a digital device is stolen to the appropriate school officials when school is in session or to a police department if the incident occurs at a time when school is not in session. (If reported to a police department, bring a copy of the police report to an administrator).
5. Treat the digital device with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
6. Secure digital devices at all times to include shutting down and locking when work is complete to protect work and information.
7. Do not leave the device in a vehicle.
8. Do not leave the device unattended at school or away from school.
9. Do not allow pets near the device.
10. Do not place the Chromebook on the floor or in a sitting area such as couches or chairs.
11. Do not leave Chromebook near table or desk edges.
12. Do not stack objects on top of your Chromebook, such as textbooks, notebooks, etc.
13. Do not leave the Chromebook outside or use near water such as a pool.
14. Do not check the Chromebook as luggage at the airport.
15. Do not lend the digital device or chargers to anyone, not even friends or siblings; it will stay in student's possession at all times.
16. Do not attempt to repair the digital device.
17. Do not give personal information when using the device.
18. Do not mark on, write on, or otherwise alter the Chromebook, charger or district tags. If you alter the Chromebook in some way, including marking or placing stickers on it, you will have to pay for a replacement.
19. Return the school's digital device on the date of separation from Chilton County Schools due to graduation, transfer, withdrawal or expulsion.

Parents' Responsibilities:

Your child has been issued a digital 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 device:

1. Discuss your family's values and expectations regarding the use of the Internet and email at home.
2. Supervise your child's use of the digital device at home.
3. Supervise your child's use of the Internet and email.
4. Report to the school any problems with the digital device.
5. Make sure your child recharges the digital device battery nightly.
6. Make sure your child brings the digital device to school every day.
7. Understand that if your child comes to school without the digital device, you may be called to bring it to school.
8. Do not attempt to repair the digital device or pay someone else to repair the digital device.
9. Agree to make sure that the digital device is returned to school when requested or upon your child's separation from Chilton County Schools.