

ENGAGED LEARNING INITIATIVE

Parent and Student Handbook for Chromebook Procedures and Information

2013-2014

**HOOVER CITY SCHOOLS
Hoover, Alabama**



**HOOVER
CITY SCHOOLS**

www.hoover.k12.al.us

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SECTION 1 - Background Information

- What is the Engaged Learning Initiative?

Hoover City Schools uses instructional technology as one way of enhancing the mission to prepare and inspire all students for lifelong success by teaching the skills, knowledge and behaviors students will need as responsible citizens in the global community. Excellence in education requires that technology is seamlessly integrated throughout the education program. In an effort to increase access to those 21st century skills, HCS has made it a goal to offer students a 24/7 accessibility to their learning through this “Engaged Learning Initiative” (ELI). The individual use of technology is a way to empower students to maximize their full potential and to prepare them for college and the workplace.

- Educational Goals for Student Use

Based upon ISTE National Educational Technology Standards (<http://www.iste.org/standards/nets-for-students>), Hoover City Schools has outlined six educational technology goals for our students relating to the Engaged Learning Initiative:

Goal #1 - Creativity and Innovation

- Hoover City Schools students will demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.

Goal #2 - Communication and Collaboration

- Hoover City Schools students will use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.

Goal #3 - Research and Information Fluency

- Hoover City Schools students will apply digital tools to gather, evaluate, and use information.

Goal #4 - Critical Thinking, Problem Solving, and Decision Making

- Hoover City Schools students will use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.

Goal #5 - Digital Citizenship

- Hoover City Schools students will understand human, cultural, and societal issues

relating to technology and practice legal and ethical behavior.

Goal #6 - Technology Operations and Concepts

- Hoover City Schools students will demonstrate a sound understanding of technology concepts, systems, and operations.

- Why Choose a Chromebook?

The device selected as the best fit for middle school students, middle school curriculum, and district technology goals is the Samsung Chromebook. Used in conjunction with GoogleApps, the Chromebook has several educational advantages to our students:

1. Physical layout: The Chromebook features a large easy-to-view screen, a nearly full-sized keyboard, and USB ports, all of which enable students to create and produce, rather than simply view, listen, or read.
2. Easy and Instant Use: The Chromebook powers up quickly, has a long battery life, connects to the internet instantly.
3. Low maintenance: The Chromebook needs very little maintenance since it is a web-based device. There is no downloading or installing software, which requires little or no need for technical support.
4. GoogleApps: GoogleApps is a web-based product that is required when using a Chromebook. Hoover City Schools has partnered with Google and, with each parent/guardian's permission, provided a free Hoover City Schools sponsored GoogleApps account for each student including email, data storage, production capabilities, and more. GoogleApps allows students to create and collaborate on documents, presentations, spreadsheets, and more without costly software purchases. Additionally, GoogleApps has thousands of educational applications which can be integrated into math, science, language arts, social studies, music, physical education, foreign language, and art curricula.
5. Files and other data stored safely: By using a "cloud" device, a student's work is automatically and regularly saved. Files will never be lost or deleted. Additionally, when a student logs into GoogleApps at home, all files created at school will be ready to use at home.
6. Offline data storage and production: Each Chromebook comes with on-device storage space which can be used to save files in the event that a wifi connection is not available outside of school. Students can work offline outside of school, and

work will be synced when they enter the school building the next day.

- Leaving a Positive Digital Footprint

A critical component of the ELI program is student education about digital citizenship and appropriate online behaviors. Students must view themselves as “digital citizens,” and are expected to consistently put into practice the technological skills and positive ethical considerations taught throughout the Engaged Learning Initiative. These are much more than stand-alone school-based expectations - these behaviors must carry-over into their personal lives for years to come.

Teachers and staff review cyber-safety rules with students frequently throughout the school year, and offer reminders and reinforcement about safe online behaviors. It is expected that all students and parents/guardians participating in ELI will adhere to the ELI Program Policies, Student Code of Conduct, Student Handbook, Acceptable Use Agreement, Board policies, and federal/state laws at all times.

Section 4 of this document contains “A Parent’s/Guardian’s Guide to Middle School Technology Use.” Please be sure to review this section thoroughly and use it to review and reflect on your own family’s technology use expectations.

SECTION 2 - Receiving and Using Your Chromebook

- Using GoogleApps

With parent/guardian permission, each student will receive a Hoover-sponsored personalized GoogleApps account with a unique “@hcs-students.net” address. Students whose parents do not elect to receive a Hoover Google account will not receive a Chromebook. As stated earlier, GoogleApps is a powerful web-based platform which is utilized on a Chromebook. When logged into GoogleApps, students have the capability to email teachers, create and save documents, presentations, spreadsheets, collaborate virtually with partners or groups on school projects, turn in assignments and assessments through the web, and more. Additionally, GoogleApps has thousands of educational applications which teachers can use in math, science, language arts, social studies, music, physical education, foreign language, and art classrooms.

- Receiving and Returning Your Chromebook

At the beginning of each year, a parent/guardian must sign a release form granting the school permission to provide the student with a Chromebook (see section 5). A GoogleApps permission form must also be on file before a Chromebook can be issued. Students must accept a HCS-sponsored Google account in order to use a Chromebook. Only HCS-sponsored Google accounts are permitted for use on the Chromebooks. The Chromebook will be issued with one AC charger and the option to rent a case (\$10 annual rental fee).

Each Chromebook must be protected with a protective case. Students will have the option to rent a case through the school, purchase a case through the school, or may purchase a case on their own to be used each year. In order for the Chromebook to be taken home, a student must have the device in a protective case. When making the decision about a protective case, it is important to keep in mind that the Chromebook will be used during all three years of middle school and therefore the case can be used multiple years.

At the end of the school year, the Chromebook, AC power adapter, and case must be returned in the same condition in which they were provided. If the case is a student-owned item, the student will keep their case. If a student withdraws or is expelled from HCS, the Chromebook, AC charger, and case must be immediately returned at that time. When returned, each device will be inspected. If any damage has occurred (cracks, scrapes, etc.), payment must be made in order for the item to be repaired or replaced at that time. Parents/guardians assume sole financial responsibility for these damages regardless of the circumstances. Insurance for damaged, lost, or

stolen devices is available for Chromebooks (see Section 4).

- Chromebook Inventory and Asset Tag Information

Each Chromebook is property of Hoover City Schools, and is individually labeled and inventoried (by asset number and device serial number) to the school and the individual student to which it has been loaned for that school year. There is an inventory asset number etched on the bottom of the Chromebook - at no time should any Hoover inventory or asset number be tampered with or removed. Tampering with or removing an asset number constitutes damage and requires the device to be immediately returned to the school.

- Taking Care of Your Chromebook

General Precautions:

1. When not actively using the Chromebook, store the device in a protective sleeve or case. The protective sleeve or case is not intended to protect against droppage or pressure against the screen.
2. Please be sure to carefully and considerately store your device in your locker, bookbag, and at home.
3. Carry your Chromebook in the protective sleeve or case when not in use.
4. Chromebooks must come to school with a full battery charge.
5. Please do not use your Chromebook around liquids or drinks. Avoid getting any moisture in any opening.
6. Do not use household cleaners to clean your Chromebook - only a soft lint-free cloth on the screen.
7. Never throw, slide, drop, or press harshly on your Chromebook.
8. District-provided rented cases must stay free from all stickers, writing, drawings, and other marks.
9. Do not leave your Chromebook out in the sun or extreme cold (either outside or in a hot or cold car).
10. Chromebooks are uniquely inventoried. At no time should the inventory numbers be tampered with in any way or removed. Such actions constitutes damage to the device.
11. Personalized screensavers and/or background are permitted. However, school disciplinary action will result from images which are inappropriate for a school setting.
12. Chromebooks are NOT allowed in the locker rooms or in the cafeteria during lunch periods (except with specific permission from a teacher).
13. Cords, cables, and USB connections should be carefully inserted and removed to

prevent damage.

14. Do NOT let anyone else borrow or use your Chromebook (because you are responsible for any damage that may occur to your device, no matter the circumstances!).
15. Do NOT attempt to gain access to the internal electronics of the Chromebook. All needed repairs must be conducted by qualified HCS technical staff.
16. Do NOT attempt to contact any other service provider with repair questions. All questions and concerns must be directed to the school district.

- Using Your Chromebook at School

It is likely that you will use your Chromebook every day at school in some way. Part of being prepared for school each day is having your Chromebook fully charged when you arrive at school. Students should follow their team's and teachers' instruction regarding when to bring the Chromebooks to class. If a student repeatedly fails to bring their Chromebook to school or fails to charge it adequately, technology privileges may be suspended or revoked.

Hoover City Schools employs an CIPA compliant Internet filter at all schools, therefore, to the greatest extent possible, the school network is filtered for content. Although Hoover City Schools makes every effort to minimize a student's exposure to inappropriate material through the use of the Internet filter, it is ultimately the responsibility of parents and guardians of students to establish and communicate standards that their children should follow when using electronic resources such as the Internet.

- Using a Chromebook Outside of School

Your Chromebook is wifi ready and will connect to any wifi network, whether at home, school, or inside a business or public network. The internet filter for that specific network dictates content available on the Chromebook. Note to parents: if you do not have an Internet content filter on your home wifi network, your student will have unfiltered access to the internet through their Chromebook device. Please see section 4 for more information regarding Internet safety at outside of school.

The Chromebook does have the capability to work offline (without an internet signal). Any documents or presentations created in GoogleApps while offline will automatically sync when re-connected with wifi upon arrival at school the next day.

- Chromebook Insurance

Parents / guardians are solely responsible for any damages to their student's devices once the student takes ownership of these devices without regard to the cause, fault, location, or circumstances. With this in mind, an optional insurance policy is available to all parents and student who would like to insure their device against possible unforeseen damages. The initial cost of the insurance policy for damages is \$50 with a \$50 deductible upon a claim. If a device is lost or stolen, the deductible is \$150. After a claim is made, the student must repurchase the insurance as described above.

If a Chromebook insurance policy is not purchased, parents / guardians are responsible for all damaged, lost, or stolen devices. **The replacement cost of a Chromebook is \$300.** Power chargers and cases are NOT covered by the insurance policy.

Any malfunction or damage that is determined by HCS technology staff to be a manufacturer's defect will not be charged to the student and will be replaced.

See Section 4 for more information regarding Chromebook insurance.

- Repairing or Replacing a Chromebook

All repairs and replacements must be arranged through Hoover City Schools. If your Chromebook is lost, damaged, or having technical issues, please report this to your teacher immediately. DO NOT contact Samsung directly for repair options. The replacement costs of the device (without an insurance policy as described above) and accessories are as follows:

Chromebook, \$300
Chromebook charger, \$30
Chromebook case, \$20

SECTION 3 - Acceptable Use Information

- District Acceptable Use of Technology Student Agreement

Through this program, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries and computer services all over the world. With this opportunity comes responsibility. It is important that you read the District Acceptable Use Agreement and ask questions if you need help in understanding them. It will be your responsibility to follow the rules for appropriate use.

Network Safety and Acceptable Use Guidelines

1. Use of HCS-owned Chromebooks and the use of personal-owned using district's network falls under the HCS Acceptable Use Agreement (AUA).
 2. Failure to follow HCS Acceptable Use Agreement may result in immediate suspension of all technology privileges, complete revocation of privileges, and/or disciplinary action.
 3. Free wireless access at school will be provided by HCS. The District is not responsible for personal charges for accessing other wireless connections or other data charges.
 4. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you might find objectionable. While HCS will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.
- What is Acceptable Use?

Any use described below is deemed “acceptable” and consistent with the HCS Acceptable Use Agreement for Technology. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee.

1. Use of Chromebooks mainly for educational purposes, but some limited personal use is permitted.
2. Use furthers the educational and administrative purposes, goals, and objectives of HCS.
3. Use is limited to your own individual account - you and only you should use that account. You should not share your password with others.
4. Use furthers research related to education and instruction.

5. Use does not violate the student code of conduct or the HCS Acceptable Use Agreement.

- What is Unacceptable Use?

Any of the following uses is deemed “unacceptable” and a violation of the HCS Acceptable Use Agreement for Technology.

1. Illegal installation or transmission of copyrighted materials.
2. Any action that violates Board policy, the Acceptable Use guidelines, this User Agreement, the Student Code of Conduct, or federal/state law.
3. Using any other Google account other than the HCS-sponsored Google student accounts on the Chromebook.
4. Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
5. Cheating, including the use of chat rooms, sites selling term papers, book reports and other forms of student work.
6. Messaging services-EX: MSN Messenger, ICQ, etc.
7. Internet/Computer Games.
8. Use of outside data disks or external attachments without prior approval from the administration.
9. Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, backgrounds, screensavers, etc.).
10. Downloading unauthorized Apps.
11. Spamming-Sending mass or inappropriate emails.
12. Gaining access to other student’s accounts, files, and/or data.
13. Use of the school’s internet/E-mail accounts for financial or commercial gain or for any illegal activity.
14. Use of anonymous and/or false communications such as MSN Messenger, Yahoo Messenger.
15. Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, Ebay, email, etc.
16. Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
17. Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
18. Bypassing the HCS web filter through a web proxy.

- Use of Personally-owned Laptops and other Communications Devices

Personal devices can enhance and enrich learning opportunities both at home and at school. Our school is committed to allowing responsible, learning-centered use of personal devices at school to provide pathways to understanding for our students.

Student Responsibilities for Use of Personal Devices

1. Acceptable personal devices DO NOT include small screen devices, such as smart phones, iTouch, or similar. Personal devices for school use may include larger screen devices, such as iPads, Kindle, Nooks, or similar.
2. Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices only as directed by their teacher.
3. Personal devices must only be brought and used at school with parents'/guardians' permission.
4. The sole purpose of the use of personal devices at school is educational.
5. The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
6. The use of personal devices falls under Hoover City Schools' Acceptable Use Agreement.
7. Students will not use personal devices outside of their classroom unless otherwise directed by their teacher.
8. Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
9. Students shall not take or distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).
10. The school or school district is not responsible for routine maintenance, technical issues, theft, or breakages that may occur to personal devices while on the school's campus.

Notes to Parents/Guardians Regarding Use of Personal Devices

The school's network filters will be applied to personal devices connected to HCS's network and any attempt to bypass the network filter is prohibited. As appropriate, HCS will place applications on the personal device or direct students to download applications.

HCS will not be responsible for repair or replacement of personally-owned devices. Technicians will be available during the school day for minimal technical assistance. Devices will be brought to school every day with a fully-charged battery. Free wireless

access will be provided by HCS while at school. The district is not responsible for personal charges for accessing other wireless connections or other data charges. School-based consequences will be administered for misuse or technology or violation of acceptable use agreement.

Each student is responsible for his/her own digital property, and should treat it and use it responsibly and appropriately. HCS takes no responsibility for stolen, lost or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep their possessions secure, students will have the final responsibility for securing their personal devices and data. Please check with your homeowner's policy regarding coverage of your devices, as many insurance policies can cover loss or damage. HCS is in no way responsible for personal devices that are broken or lost while at school or during school-sponsored activities. Additionally, HCS is not responsible for maintenance or upkeep of any personal device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

- Consequences for Improper Use

The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee. Disciplinary action may be taken for unacceptable use of the network or Internet. Consequences may include but are not limited to suspension of technology privileges, revocation of technology privileges, intensive school supervision, or out of school suspension.

- Expectation of Privacy

Users should have no expectation of personal privacy in connection with their usage of the Chromebook, Google Apps, and other technology resources. Hoover City Schools retains the right to monitor, access, and review all student messages or information accessed or created using HCS-owned Chromebooks, HCS-sponsored GoogleApps accounts, and/or other HCS-related network files.

SECTION 4 - Parent / Guardian Information

- Insuring My Student's Chromebook

Parents / guardians are solely responsible for any damages to their student's devices once the student takes ownership of these devices without regard to the cause, fault, location, or circumstances. With this in mind, an optional insurance policy is available to all parents and student who would like to insure their device against possible unforeseen damages. Optional Chromebook insurance may be purchased by contacting your child's school. Damage that is deemed "intentional" will not be covered under the terms of the insurance policy. This determination is to be made solely by school administration and HCS technology staff. AC power adapters and cases are NOT covered by this insurance policy.

Insurance Information:

- Initial Policy Cost: \$50
- Policy Deductible: Damaged device \$50 , lost or stolen device \$150

If this Chromebook insurance policy is not purchased, parents / guardians are responsible for all replacement costs. The replacement costs are as follows: Chromebook, \$300; Chromebook charger, \$30; Chromebook case \$20.

- Frequently Asked Questions

1. Does the Chromebook require a wireless internet connection?

The Chromebook has the capability to work online (connected to the Internet) or offline (not connected to the Internet). Wifi access is provided at school at no cost. GoogleApps can be easily used with any wifi connection.

2. What if I don't have wifi at home?

If you do not have internet access at home, there are several low or no-cost internet provider options available. Also, free access is available at the Hoover Public Library, as well as many restaurants and stores. Also, the Chromebook has the capacity to work offline - any work created while offline will automatically sync when connected to wifi.

3. What are the parent/guardian responsibilities in terms of replacement of the Chromebook if it is lost, stolen, or damaged?

Chromebooks are considered to be comparable to a textbook or any other school-owned educational tool provided to and checked-out to students. The expectation is that the device and its accessories will be returned at the end of each school year (or upon withdrawal or request) in good and working condition.

Regardless of circumstances resulting in the breakage (accidental droppage, fault at home, “borrowing” from a friend, etc.) if a Chromebook is lost, damaged, or stolen, the student and parent/guardian who signed for the device is responsible for replacing the lost, stolen, or damaged item. Low-cost optional insurance is available on all devices (see insurance information above and in Section 4).

4. What are the replacement costs of the Chromebook and its accessories?

The replacement costs are as follows: Chromebook, \$300; Chromebook charger, \$30; Chromebook case \$20.

5. Does my child have to accept a Chromebook?

No. Students are not required to accept a Chromebook. For students who choose not to accept a device, teachers and teams will do their best to provide a device for student use during the school day. Extra devices may be provided on a first-come and as available basis, if necessary. Also, students may also use approved personal “bring your own device” from home (see guidelines outlined in section 3).

However, students must accept a HCS-sponsored Google account in order to use a Chromebook. Only HCS-sponsored Google accounts are permitted for use on the Chromebooks.

6. How are apps added to the Chromebook?

Using GoogleApps, students can apply apps and shortcuts to their GoogleApps account. Once logged into their account, these changes can be made and applied to their account whenever and wherever they are logged in.

7. How do I monitor my child’s use of the internet?

The internet usage is filtered through the internet provider’s filter. Therefore, use of a wireless wifi device at a Hoover City School (Chromebook or personal) is filtered content through HCS filtering software. When the wireless wifi device is taken home or to another location, that location’s filtering is in place. If no filter is in place at home, the internet is not filtered.

Although Google accounts does feature methods of reviewing internet searches and web history, these histories can easily be deleted or cleaned. HCS HIGHLY encourages parents to investigate and secure wireless internet filtering services for home use. For specific tips regarding parent supervision of their middle schoolers using technology, see below.

8. Who do I contact with questions regarding the Chromebook?

Please contact your child's teacher or administrator with any questions or concerns relating to your student's Chromebook device.

- A Parent's / Guardian's Guide to Middle School Technology Use

Hoover City Schools encourages a partnership between schools and families when considering the safe, productive, and meaningful use of technology in education. There is too much at stake with our middle schoolers to passively provide technology without appropriately and firmly establishing guidelines for ethical and safe use. Although each family is unique, the following practical tips have been developed to serve as a compass for Hoover parents and guardians when establishing guidelines and expectations for technology use with their middle school student. Many families have already developed safe-use guidelines for their middle schoolers; for others, this may be a starting point. No matter where your family may be on this spectrum, read below and consider these suggestions:

1. Start the dialogue - Discuss very openly with your middle schooler about what is acceptable technology use. Ask them about current trends they are seeing at school, and friends' houses, and in their own home. Understand the technology they are using.
2. Conduct a technology inventory: Know what devices your middle schooler is using and what these devices are capable of in the online world. This includes desktop computers, laptops, cell phones, iPods, iPod Touch, iPads, Kindles, Nooks, and gaming devices (many video games systems are wifi capable and can be used to interact online). Keep track of where these devices are kept in your home.
3. Accountability - Establish boundaries for when, where, and how technology will be used in your home. Firmly establish an acceptable time each evening when technology devices will be turned off or turned in to parents. Closely consider WHAT your child has access to in your home and WHERE that access is located.
4. Websites: Clearly outline sites that are acceptable for viewing, and sites that are unacceptable for viewing. Discuss consequences for viewing inappropriate content. It is advisable that middle schoolers not have full unfiltered access to the internet (except for possibly in a very open and public area of the home). Set parental control settings on the Internet at home.
5. Online safety - Firmly discuss the dangers of giving out their personal or

identifying information to anyone in an online environment. Be sure they understand that this includes photos, addresses, phone numbers, first or last names, email addresses, passwords, name of their school, parents' workplaces, etc.

6. “What do I do if...?” - Outline how you expect your middle schooler to respond if a situation occurs which is uncomfortable, unethical, or threatens their or someone else's safety (unfiltered access at a friends house, cyberbullying, pornography, plagiarism, online harassment, etc.). Let them know that you expect to be informed so you can determine what the best course of action may be.
7. Technology acceptable use checks: Learn how to check your middle schooler's devices for internet history, downloads, photos, videos, and more. Parents / guardians should know all passwords to all students accounts. Middle schoolers (although they will tell you differently!) simply do not have a right to privacy in this area at this point in their developmental lives. Monitor your child's use of technology in your home.
8. Communicate with the school: Contact your school's counselor, teachers, or administrator with questions, concerns, or any needs you may have. Although a situation may be new to you, it could be something that the school has seen before and can help with. Or, you could be bringing up a new situation or circumstance of which the school needs to be aware.

The safety and well-being of our students is the foremost priority in promoting technology in education. Schools depend greatly on partnerships with families in order to ensure the safety of our students.

In summary, it's critical for schools and parents / guardians of middle schoolers to know:

- **what device** your middle schooler is using,
- **when** they are using their device,
- **how** they are using the device,
- **where** are they going in their online world,
- and **with whom** they are interacting.

SECTION 5 - Required Permissions and User Agreements

- Acceptable Use / Chromebook / Google Parent and Student Agreement
- Chromebook Insurance Purchasing Information Summary

Hoover City Schools Technology Acceptable Use Agreement

Student Signature Page

Student's Name (please print): _____

School Name (please print): _____

PARENT/GUARDIAN

I, _____, am the parent/guardian of the above named student. I have read and understand the ACCEPTABLE USE AGREEMENT and will abide by the terms and conditions as stated, and I hereby give permission for my child to use the Internet as accessed through the system. I understand that my child is required to follow the ACCEPTABLE USE AGREEMENT. I further understand that there is potential for my child to access information on the Internet that is inappropriate for students and that every reasonable effort will be made on the part of the faculty and staff of the Hoover City School District to restrict access to such information, but that my child is ultimately responsible for restricting him/herself from inappropriate information. I understand that access to the Internet will be supervised by Hoover City School District personnel and that provisions of this agreement will be reviewed with students. I further understand that the Hoover City School District is not responsible for the actions of individual users or the information they may access.

Parent/Guardian's Signature

Date

Telephone Number

STUDENT

I, _____, have read and understand the ACCEPTABLE USE AGREEMENT and will abide by the terms and conditions as stated. I understand that any violation of the ACCEPTABLE USE AGREEMENT guidelines will result in disciplinary measures, which will include restrictions on or removal of my Internet access. I also understand that additional disciplinary consequences may be assigned as a result of violation of ACCEPTABLE USE AGREEMENT guidelines.

Student's Signature

Date

GOOGLE APPS PERMISSION

Student Name _____

(Please print) Last Name First Name MI

Student ID# _____ Grade _____ Date of Birth _____

(Not Social Security number-INOW state number)

Parent/guardian: By signing, I'm confirming that I am responsible for the student listed in the field above. This signature confirms consent for my student's use of Google Apps for Education and that I understand the rights and responsibilities therein

_____ I give permission for my child to be assigned a Google Apps account.



Parent signature: _____

Student: I agree to adhere to the guidelines stated above for use of my Google Apps account.



Student signature: _____

ELL/CHROMEBOOK AGREEMENT

This form must be completed before a DEVICE will be provided to your student.

Please select only one of the agreements below.

_____ I would like for my student to participate in the Engaged Learning Initiative. _____ I prefer to not participate at this time.

Parent name: _____



Parent Signature: _____ Date: _____

Student Name: _____



Student Signature: _____ Date: _____

DEVICE INSURANCE COVERAGE

I agree to the terms of the optional insurance agreement. I understand that in the event of theft, misuse or carelessness, there is no provision for replacement. I understand that if loss or damage occurs while the laptop/iPad/tablet is in a car, at my home, or anywhere outside of a district building, I am responsible for any damage, and in case of theft, for filing an official police report and informing my school immediately. I will personally guarantee reimbursement of the replacement value of the laptop/iPad/tablet to Hoover City Schools.

Please select only one of the agreements below.

_____ I accept the Optional Insurance _____ I accept responsibility for the device.

Student Name: _____ Parent Name: _____



Parent Signature: _____ Date: _____



Chromebook Insurance Information, 2013-2014

Hoover City Schools

1. Parents / guardians are solely responsible for any damages to their student's devices once the student takes ownership of these devices without regard to the cause, fault, location, or circumstances.
2. The initial cost of the insurance policy for damages is \$50.
3. Upon making a claim, a \$50 deductible is required for replacement.
4. If a device is lost or stolen, the deductible is \$150.
5. After a claim is made, the student must repurchase the insurance as described above.
6. If a Chromebook insurance policy is not purchased, parents / guardians are responsible for all damaged, lost, or stolen devices. **The replacement cost of a non-insured Chromebook is \$300.**
7. Power chargers and cases are NOT covered by the insurance policy.
8. Damage that is deemed "intentional" will not be covered under the terms of this insurance policy. This determination is to be made solely by school administration and HCS technology staff.
9. Any malfunction or damage that is determined by HCS technology staff to be a manufacturer's defect will not be charged to the student and will be replaced free-of-charge. This determination is to be made solely by school administration and HCS technology staff.
10. All repairs and replacements must be arranged through Hoover City Schools. If any repairs or attempts to fix a broken or malfunctioning Chromebook are made, the insurance policy is nullified.
11. If your Chromebook is lost, damaged, or having technical issues, please report this to your teacher immediately.
12. DO NOT contact Samsung directly for repair options.
13. Chromebook insurance may be purchased by contacting your child's school and making payment through the bookkeeper's office.