

CASWELL COUNTY SCHOOLS

STUDENT - PARENT / GUARDIAN

1:1 Device AGREEMENT

BOE Approved July 16, 2018

Ownership of the Chromebook

Caswell County Schools retains sole right of possession of the Chromebook. Caswell County Schools lends the Chromebook to the students during the academic year for **educational purposes only**. Additionally, Caswell County Schools administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Requirement: All parents/guardians and students are required to read and sign the Caswell County Schools Chromebook Agreement contained in the **Caswell County Schools Code of Conduct**, before a Chromebook will be issued to the student.

Transfer/New Student Distribution: All transfers/new students must participate in a school orientation and will be able to pick up their Chromebooks at the school. Students' orientation and training will be offered at school level as needed.

Returning Your Chromebook: At the end of the school year, before the last week of school or whenever requested by the school administration, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the parent/guardian being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Transferring/Withdrawing: Students that transfer out of or withdraw from Caswell County Schools must turn in their Chromebooks and peripherals and accessories to campus office personnel on their last day of attendance. Failure to turn in the Chromebook will result in the parent/guardian being charged the full replacement cost. Unpaid fines and fees of students leaving Caswell County Schools may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Cost for unreturned and/or damaged devices: Total replacement cost of the chromebook and peripherals: **\$365.00**. For the device only: **\$300.00**. For the power adapter the fee is **\$45.00** and for the replacement cost of the Snap-shell protector the fee is **\$20.00**.

Rights and Responsibilities

Educational Use: School-issued Chromebooks should be used for educational purposes and students are to adhere to the [Acceptable Use Policy](#) and all of its corresponding administrative procedures at all times.

Monitoring Software: Teachers, school administrators, and the IT department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks in school or off campus.

No Expectation of Privacy: Students and any user have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students and parents/guardians agree to such access, monitoring, and recording of their use.

Responsibility for Electronic Data: All work is stored in the cloud. The school will not be responsible for the loss of any student work. The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the Caswell County Schools technology staff. Students are responsible for backing up their data to protect from loss. Users of School Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and they are given no guarantees that data will be retained or destroyed. The school will not be responsible to provide backup devices for students.

Operating System, Updates and Virus Protection: Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

Content Filter: The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on or off campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Chromebook Identification Records: The school will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, name and ID number of the student assigned to the device.

Asset and ID Tags:

- All Chromebooks will be labeled with a school asset tag. Loose or missing tags should be reported immediately to the IT Technician.

- Asset tags and ID or other school issued tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook and/or receive disciplinary consequences for tampering with a school asset tag, ID tag or turning in a Chromebook without the school tags issued originally.

Authorized users and security: The school Chromebook is assigned to the student for their use alone. Each student will be assigned the same Chromebook for at least 4 years. Take good care of it!

- The student should not allow others to use his/her device.
- Students will log into their Chromebooks using their own school issued Google Apps for Education account.
- Students should never share their account passwords with others. Each student is responsible for any **damage or misuse** done on his/her assigned chromebook.

Keep Your Chromebook Secure: Under no circumstances should you open (or attempt to open) your school computer's case. Touching the wrong components may not only damage the computer, it may seriously hurt you. Report the failure to the Teacher or IT person at your school. Only a school technician can handle any repairs that require the case to be opened.

Using Your Chromebook Outside of School: 6-12 grade students are encouraged to use their Chromebooks at home and other locations outside of school (Home User Fee applies). A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Students are bound by the Caswell County Schools Acceptable Use Policy, Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

- **Home-users are required** to use a school approved laptop **backpack** in order to take Chromebooks home.
- **Home-Users Technology Fee:** This is optional and applies only for 6-12 graders. The cost **per year** per device is **\$30.00**. This fee will apply to all devices that students will check out to take home and it is due at the beginning of each school year and is non-refundable. An additional deductible will be required for repair resulting from neglect or abuse.
- **Home User Chromebooks Left at Home:** Students are required to bring their Chromebooks and power adapter/charger to school every day. Repeat offenders who leave their device at home may face disciplinary actions.
- **Home User Charging Chromebooks:** Chromebooks must be brought to school each day with a full charge. Students should charge their Chromebooks at home every evening. An uncharged Chromebook is in violation of this agreement. Repeat offenses may result in disciplinary action.

Sound: Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.

Printing: Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school.

Chromebook Care: Students are responsible for the general care of the Chromebook they have been issued by the school for both day-use or home use devices.

- School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Chromebooks should never be left/stored in the vehicles since it's not secure and extreme temperatures can cause damage to their electronic parts.

Carrying Chromebooks: Students and Parents/Guardians are encouraged to purchase and use a personal carrying case or sleeve for extra protection to the devices while transitioning between classrooms.

- During the home-school-home transition (Home-users only), always transport Chromebooks inside the school approved book bag or carrying case.
- Always transport Chromebooks with care and with the screen closed. Never lift Chromebooks by the screen.

Screen Care: The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.

- Do not put pressure on the top of a Chromebook when it is closed. Don't place items on top of your Chromebook as the weight can cause damage to the screen.
- Do not store a Chromebook with the screen open.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.
- If you open the screen beyond its hinge limitation it will break.
- Never lift or carry by the screen as you can either break the screen or damage the hinge.
- Always keep magnetic devices away from your Chromebook.

Keep it clean:

- Don't use your Chromebook while you eat. Make sure your hands are clean when using your Chromebook.
- To clean, shutdown your Chromebook and disconnect the power adapter. Use a damp, soft, lint-free cloth to clean the computer's exterior. Avoid getting moisture in any openings. Do not spray liquid directly on the computer.
- Don't use aerosol sprays, solvents, or abrasives.

Liquids: Keep liquids away from your Chromebook. Liquids damage the electronic components quickly and easily. Always put water bottles or any other liquids on the floor while using these devices.

Vendor Warranty and Accidental Damage: The limited warranty covers normal use, accidental damage, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement. This warranty covers only one incident per year. The vendor warranty does not warrant against intentional damage. Repairs of damaged equipment resulting from abuse or neglect will be charged to the student and parent/guardian.

Reporting Required:

- Damage, loss or theft must be reported immediately to the school officials. Students must provide all necessary information pertaining to the circumstances of the damage/loss of the chromebook. Parents/guardians and students will cooperate with school and/or law enforcement authorities and others involved in the actions and procedures that follow to repair, replace or recover the devices.
- In case of theft, vandalism, or other criminal acts, a police report **MUST** be filed with the local police department and a copy submitted to the office of the school where the student attends.
- Damaged equipment or technical problems must be reported to the IT Department immediately. Students and/or staff are required to submit, via online **tech-request**, the information about the device issues for troubleshooting or repair. Damage resulting from normal use and accidents will be repaired and/or replaced through the vendors warranty time frames.

Missing Chromebooks:

- Missing Chromebooks must be reported immediately to the Principal (or designee) to investigate the circumstances and to follow up with parents.
- The IT technician will track the missing device using tracking software and will report any findings to the principal (or designee).
- Only the principal can authorize for a student to receive a loaner (when there is a loaner available) if the assigned chromebook is missing.
- Loaners can only be assigned on the day-to-day basis based on availability. On-loan chromebooks are mainly intended to temporarily replace broken/in-repair ones.
- Per this 1:1 Agreement, parents are responsible to pay when the missing chromebook is not returned.

On-loan Chromebooks: Loaner Day-use Chromebooks may be issued to students (if available) when they leave their school-issued Chromebook for repair.

- All user's responsibilities described in this document apply for loaner Chromebooks.
- Chromebooks on-loan may not be taken home, unless permitted by the school administration for specific required tasks.

A student can check out a loaner chromebook without the principal's authorization when his/her assigned chromebook is not working **only if:** 1. The student is not responsible for the malfunctioning of his/her chromebook (For example: the problem is not the result of abuse or mishandling as described in this 1:1 agreement). 2. There is a loaner chromebook available for the student to check-out.

If the malfunction of the chromebook is the result of the student's abuse or mishandling, the incident must be reported to the principal (or designee) to follow up with applicable disciplinary actions and/or fees.

Chromebooks left unattended: Under no circumstances should Chromebooks be left in unsupervised areas except locked in their hallway locker or classrooms. Unsupervised areas include the school grounds, the cafeteria, vehicles, bathrooms, computer labs, library, unlocked classrooms, and hallways. Any Chromebook left in these areas is in danger of being stolen. If a Chromebook is found in an unsupervised area, it should be taken immediately to the office. Multiple offences will result in disciplinary action.

Consequences

Failure to comply with **each of the responsibilities and expectations** described in this agreement may result in **disciplinary actions** (including but not limited to: Removing chromebook use privileges and In-school or out-of-school suspension) for the student and/or **cost of replacement/repair charges** to the student and parent/guardian.

Signatures

By signing the Caswell County Schools **Code of Conduct**, the student and parent/guardian agree to follow and accept:

- the Caswell County Schools [Acceptable Use Policy \(#630\)](#)
- this 1:1 Device Agreement in its entirety.
- that Caswell County Schools owns the Chromebook, software and issued peripherals.
- that before the last week of each school year or whenever indicated by the school administration, the student must return the Chromebook, power adapter/ charger and any other school owned peripherals. Students or parents/guardians may be charged for any piece that is not returned.
- that if the device or any other school owned peripherals are not returned in good working order, the student or parent/guardian will pay the replacement cost as follows: **\$300 for the device only. \$45.00 for Power adapter only and \$20.00 for the replacement cost of the Snap-shell protector only. Total cost of device and peripherals is \$365.00**
- in no event shall Caswell County Schools be held liable to any claim of damage, negligence, or breach of duty.