

Student Name: _____

Homeroom Teacher: _____

CASWELL COUNTY SCHOOLS

1:1 Initiative

CASWELL FLOW

The mission of the 1:1 program in the Caswell County Schools is to facilitate personalized student-centered learning initiatives and establish the foundation for a continuous program that supports individualized instruction in our schools. This initiative supports anytime access to online resources for learning by providing portable devices for each student from grades 3 to 5 for use at school and for each student from grades 6 to 12 with the option to be used at home at the discretion of school administration.

This ensures that students can access educational resources throughout the school day. Every student within grades 3-12 will have a device that provides real-time access to data, content, assignments, reporting, tools and resources, post their current work, track their progress, and interact with teachers and other students around their learning experience.

Use of School Technology

Students and their parents/guardians are reminded that use of School Technology is a privilege and not a right and that everything done on any School owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Student Code of Conduct. To understand the expectations of the technology use, students and their parents/guardians are responsible for reviewing the Caswell County Schools [Acceptable Use Policy \(#630\)](#).

Digital Citizenship

Caswell County Schools is committed to provide students with Digital Citizenship training opportunities through online resources from the [Common Sense Education](#) website. Parents are encouraged to use those resources at home to emphasize the actions listed below.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others. I will not enter other people's private spaces or areas.
4. Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials or unacceptable conversations.
5. Respect Intellectual property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Copyright and File Sharing: Students are required to follow all [copyright laws around all media](#) including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the [Acceptable Use Policy](#).

About the Chromebook

Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account. (Caswell Flow)
- Students should never share their account passwords with others, unless requested by an administrator.

Software Google Apps for Education:

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.
- All work is stored in the cloud, Chrome Web Apps and Extensions.
- Students are allowed to install appropriate Chrome web apps and extensions available through the Caswell County School Google Console.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

Managing and Saving Your Digital Work with a Chromebook

- The majority of students work will be stored in Internet/cloud based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- The school will not be responsible for the loss of any students work.
- Students are encouraged to maintain backups of their important work on a personal portable storage device or by having multiple copies stored in different Internet storage solutions. The school will not be responsible for providing back up devices for students.

Chromebook Care

Taking Care of Your Chromebook

- Students are responsible for the general care of the Chromebook they have been issued by the school for both day-use and home-use devices.
- Chromebooks that are broken or fail to work properly must be reported to a teacher, technician or administrator as soon as possible so that they can be taken care of properly. **There is a TECH REQUEST online form available on the school website for teachers and students to report issues with their chromebooks to the IT Technician.**
- School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Students should never leave their Chromebooks unattended except locked in their hallway locker or classrooms.
- Chromebooks should never be left/stored in vehicles since it's not secure and extreme temperatures can cause damage to their electronic parts.

General Precautions

- Do not remove the snap shelf protector from the Chromebook at any time.
- No food or drink should be next to the Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of the Chromebooks.

Carrying Chromebooks

- Home-users are **required** to use a school approved laptop backpack in order to take Chromebooks home. (During the first years of implementation, protective sleeves will be available for students to check out in the Media Center, in cases where the wrong style of backpack has been purchased)
- 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, always transport Chromebooks inside the protecting case and inside the book bag or carrying case.
- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

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 (ex. 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. It is not designed to open to a flat position.
- Do not pick it up by the screen. Never lift or carry by the screen as you can either break the screen or damage the hinge. It is safer to close the Chromebook before moving.
- Be sure to use both hands if you are moving your Chromebook.
- Always keep magnetic devices away from your Chromebook.

Asset Tags and Logos

- All Chromebooks will be labeled with a school asset tag.
- Asset tags and logos may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag, logo or turning in a Chromebook without a school asset tag or logo.

Chromebooks Left Unattended: Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, the lunchroom, 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 may result in disciplinary action.

Proper Care and Handling:

Chargers:

- Avoid bending the charger's cord at sharp angles.
- Don't strain the power cord at right angles to the power port. This can damage the charger's cord, and the computer itself.
- Position your charger so that you won't roll over the cord with a chair, or catch the cord in the sharp edges of desk drawers.
- Disconnect all connected cords, USB memory and any adapters before putting your Chromebook into a carrying case, bag or slot in a mobile cart.
- Be careful and gentle as you connect and disconnect the power cord.

Heat:

- Always place your Chromebook on a flat, stable surface.
- Do not place it on top of stacks of paper, blanket, upholstery, or anything else that is an insulator.
- The bottom of your Chromebook is a cooling surface. Excessive heat buildup will lead to premature failure. The computer needs proper airflow to operate correctly.

Gravity - The most common damage source.

- Don't drop them. This can break the hinge, latch, or worse.
- Keep your Chromebook away from the edges of tables and desks.

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.

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, disconnect the power adapter and network cable. Use a damp, soft and 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.

STUDENT - PARENT / GUARDIAN 1:1 Device AGREEMENT

Ownership of the Chromebook.

Caswell County Schools retains sole right of possession of the Chromebook. Caswell County Schools lends the Chromebook to the students for educational purposes only for the academic year. 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.

Receiving the Chromebook

Parent/Guardian Requirement: All parents/guardians are required to read and sign the Caswell County Schools Chromebook Agreement before a Chromebook will be issued to their student. Parents Orientations will be offered per request or as needed during the school year.

Transfer/New Student Distribution: All transfers/new students must participate in a school orientation and will be able to pick up their Chromebook at the school. Both students and their parents/guardians must sign the Caswell County Schools Device Agreement prior to picking up a Chromebook.

Returning Your Chromebook at the End of Year: At the end of the school year, before the last week of school, 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, peripherals and accessories to the 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.

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.

No Expectation of Privacy: Students and any user should 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: 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 documents being 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.

Operating System and Security: 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.

Updates: The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

Virus Protection: 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, and name and ID number of the student assigned to the device.

Users: Each student will be assigned the same Chromebook for 4 years or more. Take good care of it!

Authorized users: The school Chromebook is assigned to you for your use alone. Please don’t allow others to use your device. Remember you are responsible for any damage or misuse.

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. Let a technician handle any repairs that require the case to be opened.

Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. 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.

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.

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. Any printing that needs to be done must be accomplished with the assistance of a staff member or at home. Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Repairing/Replacing the Chromebook

Vendor Warranty and Accidental Damage:

- Chromebooks include a limited hardware warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.
- The vendor warranty does not warrant against intentional damage.

Home-Users Third Party Insurance and Technology Fee: The school district has contracted with a third party insurance agency to provide insurance against limited Accidental Damage, Vandalism, Natural Disasters, Power Surge Due to Lightning, Theft, Fire/Flood Damage. 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.

All insurance fees are non-refundable, except when a student withdraws from the school within a month after the device is assigned to them.

Reporting Required:

- Damage, loss or theft must be reported immediately to the school officials. Parents/guardians and students will cooperate with school and/or law enforcement authorities, insurance agency and others involved in the actions and procedures to 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 resulting from normal use and accidents will be repaired and/or replaced after processing the insurance claim and receiving compensation. Abuse or neglect may result in damages that are the responsibility of the student and parent/guardian.

Chromebooks being repaired:

- 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 to students having their devices repaired may not be taken home, unless permitted by the school administration for specific required tasks.

Signatures

By signing below, the student and their 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 School owns the Chromebook, software and issued peripherals.
- that if the student ceases to be enrolled in Caswell County Schools, the student and/or parent/guardian will return the Chromebook, power adapter/ charger and any other school owned peripherals in good working order or pay the full **\$300.00** replacement cost of the device and peripherals. For a missing power adapter only the fee is **\$20.00**. The replacement cost of the Snap-shell protector fee is **\$12.00**.
- 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.
- in no event shall Caswell County Schools be held liable to any claim of damage, negligence, or breach of duty.

Please complete/sign the information below to identify the student and their assigned device. Please return the signature portion of this document to the school. A copy of this agreement will be located on the www.caswell.k12.nc.us website.

School: Bartlett Yancey High	School Year: 2016-2017	Grade Level:
Device Brand and Model #: Dell Chromebook 11	Device Serial Number:	Charger Serial Number:
Student’s Name:	Student ID:	Student’s Signature:
Parent/Guardian’s Name:	Parent/Guardian’s Signature:	Date:
For Home-users only	Backpack approved by: (School Staff)_____	Date: