

## Agreement for Use of Shoreline Student Chromebooks

### District Policy Regarding Student Chromebooks

- The Lenovo 500e Chromebook that you will be issued is the property of Shoreline School District, and is made available to you as a tool for learning.
- Like textbooks and other school property, a Chromebook is assigned to the student and **MUST** be returned to the District at the end of the checkout term or upon withdrawal or transfer.
- Given that the Chromebooks are configured and equipped to support classroom instruction in Shoreline high schools, full-time Running Start students will not be issued school Chromebooks. Requests for exceptions to this policy can be submitted through the school counseling office.
- Before being issued a Chromebook, students and their parent/guardian are asked to review this document as well as Board Policy 2314 to learn what is expected relative to the use of the Chromebook. An agreement – signed by both student and parent/guardian – to comply with the District’s Chromebook rules and regulations is required before a Chromebook will be issued to a student.
- The use of a Chromebook is a privilege that can be revoked. Inappropriate use or neglect of a Chromebook can result in limits to or loss of use of the Chromebook.
- It is the expectation that students will bring the Chromebook to school each day charged and ready to use.
- Students are not permitted to alter the configuration or functionality of the Chromebook that has been established by the district.
- Students are not permitted to tamper with the management profiles/settings on the Chromebook in any way. These are essential for device security and efficient administration of the Chromebook.
- Students must not leave the Chromebook unattended at any time while at school or must follow all school procedures for securing unattended Chromebooks when necessary (athletic activities, etc.).
- All the software that students will need for classes will be made available by the district. Students are not allowed to modify any software or the operating system in any way.

### General Handling and Required Care of the Chromebook

- Student and Parent/Guardian will be charged for damage or loss of their issued Lenovo 500e Chromebook according to the fee and fine schedule below. Police (outside of school) or building security (inside of school) report is required for any stolen Chromebook. Final determination of applicable fee will be made by the technology department based on a student incident report and acceptance of insurance claim by insurer.
  - Accidental damage fee of \$50 per incident
  - Loss due to reported theft \$100 per incident
  - Negligent damage fee of \$100 per incident
  - Negligent loss fee of \$200 per incident
- Any loss or theft of a Chromebook must be **reported to the school security office immediately**, so that recovery efforts can be initiated. **Failure to immediately report a lost Chromebook can result in the student being assessed the full negligent loss fee.**
- Any damages to the Chromebook must be reported to the building tech office for repairs. Students are not permitted to perform repairs on their own or through 3rd-party service providers. Attempting a repair will result in voiding the accidental protection plan.

## 2019 Chromebook Agreement Paper

- **Do not mark the Chromebook or Chromebook case in any way** with markers, stickers, etc. Each Chromebook is labeled with a district identification barcode on the back of the device. Do not remove or cover this sticker.
- The Chromebook must remain in the district-provided case at all times. Any damage resulting from failure to use the required case can result in fees being assessed for the full negligent cost of repairs.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Chromebook. Do not close the Chromebook with the stylus or other object between the keyboard and the screen. Always store your Chromebook in the closed position (not tablet mode).
- Do not leave your Chromebook unattended in a vehicle. Do not use your Chromebook near bodies of water or sand like a pool, lake, river or beach. Do not leave your Chromebook outside or in other low temperature environments.
- Do not eat or drink near the Chromebook. **Damage due to spilled substances may not be covered by accidental protection insurance and student can be responsible for full negligent repair cost.**
- Make sure hands are clean before using the Chromebook – the glass screen should be regularly wiped clean with a dry clean soft cloth – microfiber cloth is recommended but any soft cotton fabric will work. Please do NOT use commercial liquid or spray cleaners on the Chromebook screen.
- When the charging cable needs to be connected, be sure to line it up correctly when inserting and removing. Students are responsible for damage to the charger port or connector pin resulting from mishandling.
- Be careful when inserting or removing headphones from the audio jack. Breaking the jack is a major repair and may result in a negligent damage fine.
- If you have hardware or software problems with your Chromebook, stop using the device and ask your school's Computer Technician or a teacher for help.

### Internet Rules and Expectations

- Shoreline's Acceptable Use Agreement must be followed at all times. (see Board Policy 2314P on district web site)
- Any inappropriate web or email activity can result in loss of the Chromebook privilege. The use of proxy servers or VPN apps is strictly forbidden and is a violation of the district's network policy.
- If you unintentionally link to an inappropriate web site, report it to your teacher immediately so that district officials can remove access to the site.
- All activity conducted on the Shoreline Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.
- The Chromebooks are managed by a centralized management system. The District may remotely change, modify or otherwise alter device and user settings as needed to meet the educational and safety needs of students.
- Teachers will be using classroom monitoring and management software that will allow them to monitor and restrict content on any Chromebook to ensure efficient and safe instructional use in the classroom.
- Enforcement/Consequences will vary according to infraction, but may include any or all of...
  - school discipline code for minor infractions
  - loss of privileges or increased daytime controls
  - loss of computer for period of time
  - suspension/expulsion – serious or repeated offense

**Parent Information**

- The Chromebook is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement on the district network do not transfer to home use. More restrictive settings can be installed upon parent request to limit access to the Internet or other nonacademic uses of the Chromebook—parents/guardians can contact the school tech office for more information on these enhanced monitoring settings.
- Parents should monitor the use of the computer at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- Use of Internet resources – including online curriculum content purchased by the district – will be an integral part of the learning activities in your child’s classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.

**Outstanding Fines:**

- To allow for timely processing, prompt payment of iPad/Chromebook fines/fees are expected.
- If an extension or partial payment plan is requested by the family, the request should be made within one week of the notice being received.
- Replacement Chromebooks cannot be issued until any related fine/fee has been paid or other arrangements for payment have been made with school officials.
- Full or partial scholarship requests for fines/fees will only be considered for families qualifying for scholarship assistance, or in cases where school officials determine that extraordinary circumstances exist.

**RETURN SIGNED FORM AT CHROMEBOOK CHECK-OUT!**

**By signing below parent/guardian and student are agreeing to the following:**

- My student and I have read and will comply with the Shoreline Chromebook Usage Agreement, and the Shoreline Acceptable Use Policy (2314 and 2314P).
- Parent/Guardian accepts responsibility for any damage or neglect that may result from my student using the Chromebook, which may result in monetary charges.
- I understand that the student may lose their Chromebook privileges as a result of inappropriate behavior, and may be financially responsible for intentional damage, neglect, or avoidable loss to any District issued Chromebook.
- All items must be returned at the end of the checkout term. I understand that I will be charged for any missing equipment.

**Student** - Print your name here:

Signature and date here:

\_\_\_\_\_, 2019

**Parent/Guardian** - Print your name here:

Signature and date here:

\_\_\_\_\_, 2019