

# EMS Chromebook Use Agreement

Chromebooks will be issued to each student at Elizabeth Middle School (EMS). These Chromebooks belong to the Elizabeth School District (ESD) and their legal ownership remains with the district. Chromebooks are LOANED to the students for educational purposes during the academic year.

EMS/ESD 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, and delete installed software or hardware. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks, and may without prior notice or consent, log, supervise, access, and record use of student Chromebooks at any time for any reason related to the operation of the District.

**Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law.**

Each student's right of possession and use of a Chromebook is based upon the student's full and complete compliance with this EMS Chromebook Use Agreement.

## Student Responsibilities, Chromebook Care & Use

- Chromebooks are assigned to students like a textbook and students are expected to pick up their Chromebook from their first period classes, keep it with them the entire day, and return it to the same classroom at the end of the school day before the students leave the campus.
- Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual.
- Sound must be muted at all times, while at school, unless permission is obtained from the teacher for instructional purposes. Headphones may be used with teacher permission.
- Students may not lend their Chromebook to another person for any reason.
- Students must login to their assigned Chromebooks using their ESD Google accounts
- Students are responsible for anything done using their assigned Chromebook or their login.
- Chromebooks should never be left in an unsecured location. Unsupervised Chromebooks will be confiscated by staff and taken to administration and disciplinary action may be taken.
- No food or drink is allowed near your Chromebook. Keep it clean.
- Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels.
- Only labels placed by EMS/ESD are allowed on the Chromebook and charger. DO NOT PEEL OFF.
- Students are required to follow all copyright laws including text, images, programs, music, and video. Downloading, sharing, and posting illegally obtained media is against school policy.
- Students may not change the physical structure of the Chromebook, including keys, screen cover, or casing.
- Cords, cables, headphones, and removable storage devices must be inserted and removed carefully.
- Do not attempt to install or run any operating system, or software, other than the ChromeOS and software installed and supported by ESD.
- Avoid getting moisture in the openings and ports.

- Chromebook screens are particularly sensitive to damage from excessive pressure on the screen.
  - Never walk with the Chromebook screen open.
  - Do not shove the Chromebooks into a locker or wedge them into a bag. Chromebooks should be stored either vertically in the bottom of the locker or in a backpack.
  - If you store your Chromebook in your backpack, treat your backpack with care.
  - Do not lean or stack things on top of the Chromebook.
  - Avoid placing anything on the keyboard before closing the lid (e.g. pens, pencils,).
  - Do not touch the screen with anything (e.g., your finger, pen, pencil).
  - Never put a piece of paper over the screen and ‘trace’ on the paper with a pencil.
  - To clean the screen use a soft, dry anti-static or micro-fiber cloth. Do not use window cleaner, household cleaners, or any other liquid other than approved screen cleaner. Spray the cloth lightly and wipe the screen, do not spray the screen directly. You may use individually packaged pre-moistened eyeglass lens cleaning tissues.

## **Chromebook Repairs**

Chromebooks that are broken or are failing to run properly need to be brought to the attention of EMS for evaluation. All repairs to EMS Chromebooks MUST be made by the district.

- Students with failing Chromebooks will report the issue with their teachers.
- If damage to a Chromebook is due to misuse, vandalism, or neglect, the cost of repair will be the parent’s or guardian’s responsibility or its fair market value if the Chromebook is in a state of disrepair.
- If the repair is not deemed to be due to misuse, vandalism, or neglect and there is not an outstanding debt from a prior repair, the student can checkout a loaner Chromebook.
  - There are a limited number of loaner Chromebooks and a loaner is not guaranteed.
  - This Chromebook Use Agreement Form applies to the loaner Chromebook and charger, that need to be returned in the same working condition as when they were checked out
- If the Chromebook is lost or stolen, parents/guardians are responsible for its fair market value on the date of loss. Loss or theft of the property must be reported to EMS staff as soon as possible.

## **Safety**

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

## **Vandalism**

Vandalism will result in cancellation of privileges and may result in school disciplinary action and/or legal action.

## **Student use as a privilege**

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy will

result in the loss of the privilege to use these tools and may result in school disciplinary action and/or legal action. The school district may deny, revoke or suspend access to district technology or close accounts at any time.

## **Off-Campus Usage & Remote Learning**

Student use of assigned Chromebooks is normally confined to in-building use on the EMS campus. However, if and/or when the need arises to pivot to remote learning (whether it is an individual student, a group of students, or an entire class), students will be allowed to take home their assigned Chromebooks. This agreement and the student responsibilities contained within will also apply to any Chromebooks taken home for remote learning usage.

## **Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the EMS Digital Citizenship Agreement at all times. Please read and sign the use agreement below and have your student return it to the office.

Please sign and return ONLY the page below. Keep the above information for your records. Students must have a signed agreement on file.

## **Elizabeth Middle School Chromebook Use and Digital Citizenship Agreement**

Elizabeth Middle School believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

### **Respect and Protect Yourself**

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school.
- I will be aware of where I save my files so that I can access them where and when I need them. (Examples: Google Docs, network folder, thumb drive, web file locker).
- I will be aware of whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always log out before leaving a computer.
- I will immediately report inappropriate behavior directed at me to a teacher.

### **Respect and Protect Others**

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's network folder, documents, files, or profile.
- I will not disrupt other people's ability to use school computers.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.

### **Respect and Protect the Learning Environment**

- I will limit my web browsing at school to research similar to that which I would do in class.
- I will not visit inappropriate websites. If inappropriate content comes up, I will immediately close the window or tab.
- I will not play games on school computers without specific teacher instructions.
- I will not send or read instant messages or participate in online forums or chat without specific teacher instruction.
- I will only change background images and screensavers to school appropriate images.
- I will not plagiarize, I will cite any and all use of websites, images, books and other media.
- By signing this agreement, I acknowledge that I have read, understand, and accept the terms of Chromebook Use Agreement. I agree to be financially responsible for the repair or replacement cost should my Chromebook be lost, stolen, or damaged on or off campus.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_