Receiving Your Chromebook

- **ESD Parent-Student Chromebook Agreement**
  This Chromebook Agreement must be signed before a Chromebook can be issued to the student.

- **Distribution**
  Chromebooks are checked out like a textbook and students must return the same Chromebook that they were issued or pay the full replacement cost. Students are required to use their school issued chromebook while at school, and not a personal device.

- **Transfer/New Student Distribution**
  All transfers/new students participate in a school orientation and will be able to pick up their Chromebooks from the library. Both the student and parent/guardian must sign the ESD Chromebook Agreement prior to picking up a Chromebook.

Returning Your Chromebook

- **Graduation**
  Students must return their Chromebooks to the library within 1 week of the last day of school or before when appropriate and if no longer needed for class work. Failure to turn in the Chromebook will result in the student being charged the full $200 replacement cost. The district will also file a report of stolen property with the local law enforcement agency.

- **Transferring/Withdrawing Students**
  Students that transfer out of or withdraw from ESD must turn in their Chromebooks to the library prior to their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full $200 replacement cost. The district will also file a report of stolen property with the local law enforcement agency.

- **End of year**
  9th, 10th, and 11th grade students are expected to keep their assigned Chromebooks with them throughout the summer if they are still a registered student of EHS unless EHS or ESD requires them to be returned for inventory or maintenance/repair purposes.
Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the computer lab technician as soon as possible so that they can be taken care of properly. District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebooks unsecured.

● **General Precautions**
  ○ No food or drink should be next to Chromebooks.
  ○ Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
  ○ No personal decoration or labeling.
  ○ Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
  ○ Heavy objects should never be placed on top of Chromebooks (even inside a backpack)
  ○ Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels not placed by EHS/ESD

● **Carrying Chromebooks**
  ○ Always transport the Chromebook with care, in a protective case or pack if possible.
  ○ 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.
  ○ Do not put pressure on the top of a Chromebook when it is closed.
  ○ Do not store a Chromebook with the screen open.
  ○ Do not place anything in the protective case that will press against the cover.
  ○ 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.

● **Barcodes**
  ○ Students may be charged up to the full replacement cost of a Chromebook for tampering with barcodes or labels
Using Your Chromebook At School

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

- **If a student does not bring his/her Chromebook to school**
  - A student may stop in the library and check out a loaner for the day.
  - Students must have Chromebook prior to the start of class. Tardies will be issued for students who are late due to checking out a loaner Chromebook.
  - A student borrowing a Chromebook will be responsible for any damage to or loss of the issued device.
  - The library will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will refer the student to the assistant principal’s office on the third occurrence.
  - These incidents may result in disciplinary action.
  - Students that obtain a loaner will be responsible for returning the borrowed device to the library before 3:15 p.m.
  - If a loaner is not turned in by 3:15 p.m., the library will submit a report to the assistant principal’s office and they will retrieve the loaner.

- **Chromebooks being repaired**
  - Loaner Chromebooks may be issued to students when they leave their school-issued Chromebook for repair in the library.
  - A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
  - Chromebooks on loan to students having their devices repaired may be taken home.
  - The librarian will contact students when their devices are repaired and available to be picked up.

- **Charging Chromebooks**
  - Chromebooks must be brought to school each day with a full charge.
  - Students should charge their Chromebooks at home every evening.
  - Students should not used their Chromebooks to charge their personal devices such as their cell phones
  - A fully charged Chromebook should last the entire instructional day as long as students do not use it for non-instructional purposes (such as watching YouTube videos during lunch or using their Chromebook to charge their cell phones, etc.)
  - If a student comes to school with a Chromebook low on battery or with the battery discharged completely, they may have an opportunity to charge their devices in their teachers’ classrooms on a case by case basis

- **Backgrounds and Themes**
Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

- **Sound**
  - Sound must be muted at all times unless permission is obtained from a teacher.
  - Headphones may be used at the discretion of the teacher.
  - 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.
  - 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/.

- **Logging into a Chromebook**
  - Students will log into their Chromebooks using their school issued Google Apps for Education account.
  - Only ESD students and staff can log into school Chromebooks.
  - Students should never share their account passwords with others, unless requested by an administrator.

- **Managing and Saving Your Digital Work With a Chromebook**
  The majority of student 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. ESD may be able provide low-cost/no-cost internet to eligible households, more information will be provided to interested parents.
  - Most work is done via the internet but some can be done in offline mode and synced when the internet is available.
  - Students should always remember to save frequently when working on digital media.
  - The district will not be responsible for the loss of any student work.
  - Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

**Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet.
Operating System and Security

Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by the district.

- **Updates**
  The Chromebook operating system, ChromeOS, 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 district utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

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**
  All Chrome applications and extensions are under the control of the district and will be added at the request of the teacher when needed educationally.

Chromebook Identification

- **Records**
  The district 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 the duration of his/her time at ESD. In other words, the Chromebook you are assigned is YOURS for four years, so take good care of it!

**Repairing/Replacing Your Chromebook**

- **Chromebook repair**
  If your Chromebook is not working notify your teacher and take it to the library for repair.
- **Vendor Warranty**
  - Chromebooks include a one year 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 replacement.
  - The vendor warranty does not warrant against damage caused by misuse, abuse, or accidents.
- **Repair cost**
  - 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 up to $200 for a full replacement if the Chromebook is in a state of disrepair.

**No Expectation of Privacy**

- **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.**
  The District 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 District. By using a Chromebook, students agree to such access, monitoring, and recording of their use.
- **Monitoring Software**
  Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks.
Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the ESD 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 in order to be assigned a Chromebook.

Elizabeth School District Chromebook Use and Digital Citizenship Agreement

Elizabeth School District 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, librarian, or other adult at school.

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.
• Honor Intellectual Property
• 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: ___________