



# River Ridge School District

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P.O. Box 78 • 11165 County Highway P • Patch Grove, WI 53817-0078

## River Ridge School District 1:1 Chromebook Agreement 2019-2020

The River Ridge School District strongly believes that technology resources are a tremendous source of information that provides countless opportunities for students and staff in the District. The 1:1 program for students will create an enriched, collaborative learning environment. The purpose of this initiative is to continue our implementation of rigorous, relevant learning.

### **Distribution and Collection of Chromebooks**

Each year, the Chromebook Agreement and Protection Plan Policy forms must be submitted as part of the required registration process. Both forms must be filed prior to students being issued their Chromebook.

At the conclusion of each school year, students must turn in their Chromebooks and power cords to the library for maintenance in the same condition as distributed. If a student withdraws from the District, the student must turn in the Chromebook on the last day of attendance. Failure to return the Chromebook either at the end of the school year or when withdrawing from the District will result in a fee of \$250 to cover the replacement cost. In addition the District may file a report of stolen property with local law enforcement if not returned. Students are responsible for any damages as determined by the District.

### **Asset Tags**

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

### **Protective Sleeves and Carrying Cases**

Students will be issued a protective case for each Chromebook. Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. Removal of the protective case could void the Chromebook protection plan. It remains the student's responsibility to care for and protect his/her device.

### **Logging into a Chromebook**

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

### **Taking Care of Your Chromebook**

Each student is responsible for the general care of the Chromebook that he/she was issued by the school. Chromebooks that are broken or fail to work properly must be taken to the District School Library Media Center as soon as possible. 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 unattended unless locked in a secure location.

#### General Precautions

- Chromebooks should not be used near food or drink.
- Chromebooks should not be used or stored near pets.
- Chromebooks should be used with caution with cord as the cord may be a tripping hazard.
- Chromebooks must remain free of any writing, drawing, stickers, and labels.
- Chromebooks should not have heavy objects placed on them and should never be forced into a storage space.
- Chromebooks should be transported with care.
- Chromebooks should never be lifted or carried by the screen.
- Chromebooks should be closed after making sure there is nothing on the keyboard
- Chromebook screens should be cleaned with a soft, dry microfiber cloth or anti-static cloth

### **Preparation and Use for the School Day**

A charging cord will be issued with the Chromebook. Each student is expected to bring a fully charged Chromebook to school every day and bring his/her Chromebook to all classes unless specifically advised not to do so by the teacher. Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action. Sound must be muted at all times unless permission is obtained from a teacher. Students should have their own personal set of earbuds for sanitary reasons.

Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Students may have access to print stations when printing work is necessary. As students and teachers become more accustomed to cloud-based storage, printing needs may change or fade. 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/>.

### **Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks for school work 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 Acceptable Use Policy within the Student Handbook and all other procedures in this document wherever they use their Chromebooks.

### **Operating System and Security**

A student may not use or install any operating system on his/her Chromebook other than the current version of Chrome OS that is supported and managed by the District. 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 District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, within the School District network, will have all internet activity monitored by the District. If an educationally valuable site is blocked, a student should contact his/her teacher to request the site be unblocked. When a student is using the Chromebook out of the school network, the responsibility of internet usage is the responsibility of the student and the parent.

### **Repairing/Replacing and Handling of Chromebooks**

All Chromebooks in need of repair must be brought to the District Library Media Center as soon as possible. Staff will examine the Chromebook and take the appropriate solution path to get the device repaired.

**Repair Costs-PER OCCURANCE (Only for parents that choose to opt out of the Chromebook Protection Plan \*yearly premium \$35 per student OR \$100 Family Max)**

Payments of repair/replacement costs will be made through the school office PER OCCURANCE.

The following are costs of Chromebook parts and replacements:

- **Total Replacement - \$189.99**
- **Screen - \$45.99**
- **Keyboard/Touchpad - \$99.99**
- **Power Cord - \$17.99**

### **Stolen or Vandalized Chromebooks**

If a Chromebook is stolen or vandalized during the school day, then students or parents should contact the school office as soon as possible (608-994-2715). Proper direction and protocol will be handled at that time. If a student’s Chromebook is stolen or vandalized outside of the school day, then students and parents must contact the proper local law enforcement and high school to report a theft.

### **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. A paper/electronic report can be generated to

include but not limited to the user log, and record of use. The report generated may be shared with River Ridge School District and/or Law Enforcement.

### **Appropriate Uses and Digital Citizenship**

School-issued Chromebooks should be used for educational purposes and students are to adhere to the technology guidelines within the Acceptable Use Policy signed at the start of the school year and all of its corresponding administrative procedures at all times. Students in violation of these guidelines or other procedures in this Chromebook Policy & Agreement will be subject to disciplinary actions. Students who do not adhere to these policies could have his/her Chromebook confiscated and network privileges at school could then be turned off.

Pupil nondiscrimination statement: It is the policy of the River Ridge School District that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

# River Ridge School District Chromebook Usage Agreement

River Ridge School District has purchased Chromebooks for student use at school and home. When a device is checked out, the appropriate content will be available to the device.

**In order to check out a device, the student and parent/guardian must agree to the following:**

1. I understand that I am completely responsible for the device while it is checked out.
2. I understand that I am not permitted to alter the design of the device. (No stickers or markings may be removed or added). \*\*Removal of the serial number sticker from the bottom may result in a voided warranty and you financially responsible for the device see #14 below.
3. I understand that if I notice the serial number label on the bottom wearing off I will bring the device to the District Library for immediate reattachment; this also includes all school district labels.
4. I understand the device should not be placed or stored in extreme temperatures.
5. I understand the device should not be stored in wet or humid areas.
6. I understand that I am not permitted to loan the device to anyone else.
7. I agree to follow the River Ridge School District Acceptable Use Policy.
8. I agree to return the device in the same condition in which it was checked out.
9. I have read and understand the Chromebook Policy & Agreement
10. I understand that I am responsible for all repairs according to the repair schedule.
11. I understand that if I am given a loaner device to use from the library, I must follow all parts of the contract listed above; including my financial responsibility for the loaner while in my possession. Loaners will be available from the library based on need and availability; misuse of this privilege by overuse (ie. Forgetting your device at home or not charging your device) may result in denial of a loaner device; however-LOANERS CANNOT BE TAKEN HOME.
12. I understand I will bring my device to school charged and ready to use each school day.
13. I understand that I am not permitted to remove the serial number from anywhere on the unit; this voids the warranty. If the serial number is removed while I have the device signed out, I am financially responsible for the unit cost according to the payment schedule.

## Repair Costs if opting out of Chromebook Protection Plan Agreement

- **Total Replacement - \$189.99**
- **Screen - \$45.99**
- **Keyboard/Touchpad - \$99.99**
- **Power Cord - \$17.99**

**[PLEASE SIGN, DETACH, AND TURN IN THIS PAGE TO THE OFFICE]**

**PART 1: CHROMEBOOK USAGE AGREEMENT**

- I have read and understand all terms of the Chromebook Usage Agreement
- I have discussed this contract with my child and will support the school in guiding my child in using the device at home as an educational tool.
- I understand that I am responsible for monitoring and guiding my child’s activity at home.

**Part II: CHROMEBOOK PROTECTION PLAN AGREEMENT 363.23**

**Each Student that is issued a Chromebook is responsible for his/her own device at all times.**

Protection Plan Premium:           \$35 per student **OR** \$100 Family Max

Replacement Coverage:

- The District’s protection plan coverage is voluntary.
- The District’s protection plan provides protection for accidental damage and theft, **NOT LOST DEVICES. A police report must accompany a stolen device.**
- The District has sole authority to determine any and all replacement costs and fees due to damage, theft and lost devices.
- If damager/theft does occur, the District reserves the right to require students to check in/out the device daily. Families are responsible to pay for any replacement/repair costs before a student is permitted to bring the device home.
- Damaged devices must be returned to this District before replacement can be determined.
- The District will charge a fee for time and material for any reports for those who opt out of this plan.

Limits:

- Coverage shall be limited up to replacement costs of the device. Once the total amount is reached, a new fee will be required to receive plan coverage for the remainder of the school year.

SELECT ONE OF THE FOLLOWING:

\_\_\_\_\_ I do hereby agree to pay the Chromebook protection plan fee to the District

\_\_\_\_\_ I do hereby agree to opt out of Chromebook Protection Plan and agree to pay the full amount of all repairs/replacement costs incurred by the District.

\*\*\* If you want to opt into the Chromebook Protection Plan at a later date, the Chromebook needs to be inspected by Tech Staff, along with the full Chromebook Protection Plan payment. Any damages found will be the responsibility of the family.

Name of Student (Print Full Name): \_\_\_\_\_

Parent/Guardian (Print Full Name): \_\_\_\_\_

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