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**JOHNSTON PUBLIC SCHOOLS**  
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## Chromebook Agreement

### Ferri Middle School Grades 6-8

FMS students in grades 6-8 will be issued Chromebooks for use in school and eventually at home. This document provides students and their parents/guardians with information about taking care of the Chromebook, using it appropriately for school, and being a good digital citizen.

*Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology is subject to all consequences outlined in the Digital Technology Acceptable Use & Internet Safety Policy (IHC-R). Some of these consequences include limited or banned computer use and/or disciplinary consequences, and/or legal action.* To understand the expectations of Johnston Public Schools, students and their parents/guardians are responsible for reviewing the District's Digital Technology Acceptable Use & Internet Safety Policy. This initiative is only being offered to students at the Ferri Middle School and Johnston High School and not to Johnston students in private or other publicly funded educational facilities.

### Ownership of the Chromebook

Johnston Public Schools retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only until they graduate or leave the district. Moreover, Johnston Public 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.

### Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Digital Technology Acceptable Use & Internet Safety Policy when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Disciplinary action may result for failure to bring a fully charged Chromebook to school. If a Chromebook is missing from school for two consecutive days, the Chromebook will be considered stolen and a police report will be filed.
- Students must treat their device with care and never leave it in an unsecured location.
- Students are advised to keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to the principal or his designee.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Students must sign into their school issued Google education account.

## **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 district technology staff. Students are responsible for backing up their data to protect from loss. Users of District 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 are given no guarantees that data will be retained or destroyed.

## **Digital Citizenship**

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, and/or relationships I post. I will not be obscene.
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. 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 other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and 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 use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

## **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 prohibited.

## **Spare Equipment and Lending**

If a student's Chromebook is inoperable, the district has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

## **Insurance**

### ***Student Liability:***

#### ***Damaged Device***

Parents shall have the opportunity to purchase liability insurance through the Johnston Public Schools to cover damaged devices.

Students in grades 6-12 will be issued a personal device. The initial cost of liability insurance for an individual device will be \$40. For families with multiple children in grades six through twelve, insurance will be \$40.00 for the first child and \$20.00 for each additional child. After the device is repaired the first time, continued insurance coverage will be an additional \$20.00. Additional damage to the device beyond two times will result in the student/family being responsible for the cost of service and repairs.

If a student/family opts not to purchase liability insurance, the student/family assumes responsibility for the cost of repairing/servicing the device. All service on a device is solely managed by Johnston Public Schools.

Note: Families enduring financial hardship may be considered for a payment plan.

#### ***Lost or Stolen Device***

A student/family shall be responsible for the replacement cost if a device is lost or stolen. The value of the device will be prorated based on its age and replacement value.

#### ***Insurance Payments***

The initial fee of \$40.00 for a single student is intended to cover the period for which the student is issued the Chromebook. As explained above, additional fees incur when the device has to be serviced or it is lost/stolen. All fees collected by Johnston Public Schools for Chromebook insurance will be used exclusively to offset the costs for replacement parts or additional Chromebooks in support of our 1 to 1 technology program.

## References

- Bissonette, Aimee. Cyber Law: Maximizing Safety and Minimizing Risk in Classrooms. Thousand Oaks, CA, Corwin Press, 2009.
- Brand, Jason. 1-to1 at Home: A Parent's Guide to School-Issued Laptops and Tablets. International Society for Technology in Education, 2013.
- Children's Internet Protection Act, <http://www.fcc.gov/guides/childrens-internet-protection-act>
- Leyden High School District 212. Northlake, IL. Policy Documents - <http://www.leyden212.org/>
- Ribble, Mike. Digital Citizenship in Schools. 2nd Ed. International Society for Technology in Education, 2011.
- Ribble, Mike. Digital Citizenship: Using Technology Appropriately. 2014. <http://www.digitalcitizenship.net/>
- Waltham Public Schools. Waltham, MA Policy Documents – Digital Acceptable Use Agreement, <http://www.westwood.k12.ma.us/index.cfm?pid=12410>
- Westwood Public Schools. Westwood, MA. Policy Documents - <http://www.westwood.k12.ma.us/index.cfm?pid=12410>
- Coventry Public Schools. Coventry, RI. Policy Documents

### Chromebook Agreement

#### Signature Form

This agreement is valid for the entire time a student is in possession of a school issued Chromebook. By signing the below,

the student and their parent/guardian agree to follow and accept:

- the tenets explained in the District's Digital Technology Acceptable Use & Internet Safety Policy (IHC-R)
- the tenets explained in the Chromebook Agreement
- the Website and Social Media Guidelines (below)
- that Johnston Public Schools owns the Chromebook, software and issued peripherals
- if the student ceases to be enrolled in Johnston Public Schools, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer
- that in no event shall Johnston Public Schools be held liable to any claim of damage, negligence, or breach of duty.

Print Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Internet Access at home? Y / N

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

Print Parent/Guardian Name \_\_\_\_\_

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

**Website & Social Media Guidelines: *Think before you act because your virtual actions are real and permanent!***

Student \_\_\_\_\_

Initials \_\_\_\_\_

Parent \_\_\_\_\_

Initials \_\_\_\_\_

Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.

Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.

Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.

Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.

Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.

How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.

If you inadvertently access inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.

*Johnston Public Schools*

### **Chromebook Liability Insurance Agreement**

This insurance agreement is for the technology device issued to the student(s) listed below by Johnston Public Schools. The initial cost of liability insurance for an individual device is \$40. For families with multiple children in grades six through eight, insurance is \$40.00 for the first child and \$20.00 for each additional child. After the device is repaired the first time, continued insurance coverage will be an additional \$20.00 per device. Additional damage to the device beyond two times will result in the student/family being responsible for the cost of service and repairs. All service on a device is solely managed by Johnston Public Schools.

At the time the Chromebook was issued, the serial number for each device was recorded for each student in the district's student information system.

Device: Chromebook

Model :

Issue Date \_\_\_\_\_

**Please Print:**

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Student(s)

**please print**

Name \_\_\_\_\_

**Grade** \_\_\_\_\_

**(2016-2017 SY)**

**School** \_\_\_\_\_

**(2014-2015 SY)**

**Insurance fees**

**\$40.00 first child**

**\$20.00 each additional child**

1. \$40.00

2.

3.

4.

**TOTAL** \_\_\_\_\_

Note: Families enduring financial hardship may be considered for a payment plan.

Please contact ----- prior to ----- to discuss this possibility.

To be completed by a district official:

Reviewed by \_\_\_\_\_

Date: \_\_\_\_\_

*Johnston Public Schools*

**Chromebook Liability Insurance Waiver**

Although Johnston Public Schools has offered a liability insurance program for the devices issued to my child(ren) listed below, I have elected not to participate in the district's program and take full responsibility for any and all damage that may occur to the school issued Chromebook (s). I understand that all repairs must be completed by Johnston Public Schools and that all fees for repairs and/or replacement parts will be my responsibility.

At the time the Chromebook was issued, the serial number for each device was recorded for each student in the district's student information system.

Device: Chromebook

Model :

**Please Print:**

Parent/Guardian \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

\_\_\_\_\_ I agree to take full financial responsibility for all fees to repair or replace the district-issued Chromebook(s) to my child(ren) listed below.

Parent Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Student(s)

**please print**

Name \_\_\_\_\_

Grade \_\_\_\_\_

**(2014-2015 SY)**

School \_\_\_\_\_

**(2014-2015 SY)**

- 1.
- 2.
- 3.
- 4.