



## CHROMEBOOK - PARENT/STUDENT INFORMATION TERMS OF USE AND AGREEMENT



*The mission of the Chromebook 1:1 program at Hart-Ransom Academic Charter School is to create a collaborative learning environment for learners and to support cross-curricular technology engagement. This environment will enable and support students, parent-teachers, and Advisory Teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. Chromebooks will help students transition from consumers of information to creative producers and owners of knowledge.*

### **Chromebook Checkout Procedure:**

- Parents and students must participate in a 'best practices' 1½ hour, onsite chromebook training session to receive Chromebook.
- Parents and students must read, agree, and sign the **Chromebook Use and Digital Citizenship Agreement**. Note: It is the school's intention that each student will be assigned the same Chromebook for the duration of their enrollment at Hart-Ransom Academic Charter.
- Students must provide a protective case in which to carry their Chromebooks from place to place. Note: Cases can be of any type that will provide reasonable protection for the device-sleeve type that inserts into a backpack or backpack with padded compartment are fine. The Chromebook has a 11.6 inch monitor. Cases that fit the device snugly are preferred.
- Students will be given a charging cable to accompany their chromebook.

- Chromebooks will be collected at the end of the school year for maintenance, cleaning, and software installations. Every attempt will be made for students to retain their original Chromebook each year that they attend the Charter school. All Chromebooks are the property of Hart-Ransom Academic Charter School and are subject to the same guidelines as other school property. Failure to turn in a Chromebook and charger will result in the student being charged the full replacement cost of these items.
- Students must ‘check in’ Chromebooks temporarily the week prior to State Testing. Note: Chromebooks can be ‘checked out’ again a week after testing is concluded.

## Chromebook Care

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 returned to the Ed Center as soon as possible. School owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance

- **General Precautions:**
  - No food or drink should be near a Chromebook
  - Cords, cables and removable storage devices must be inserted and removed carefully with Chromebooks.
  - Chromebooks should not be stored near pets or where baby brothers or sisters can reach and damage.
  - Never leave Chromebooks unattended.
  - Never leave Chromebooks inside a car where high temperatures can damage them or they can be easily stolen.
  - Take care when Chromebooks are plugged in so the cord does not trip someone or cause the tip to break off inside the charging port.
  - Do not personalize Chromebooks-no writing, drawing, stickers, labels, etc. unless placed there by the school.
  - Do not use or install any software or operating systems. Virus protection and updates are built in and require no actions on students’ part.
- **Moving Chromebooks around**
  - Always transport or store Chromebooks inside their cases, or for short distances by the handle embedded in the spine of the chromebook. Although cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. Students must care for and protect their devices.
  - Never carry Chromebooks while the screen is open.
  - Never lift or move Chromebooks by the screen.
- **Screen Care**
  - Heavy objects should not be placed on top of Chromebooks.
  - Do not store Chromebooks 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 (like pens, pencils, etc).
  - Clean screens with soft, dry microfiber cloth or anti-static cloth-no cleaning solvents.

- **Library Tags**
  - All Chromebooks will be labeled with a Hart-Ransom Academic Charter library check-out sticker.
  - Do not remove or damage library sticker or any other sticker on back of Chromebooks.

## Using Chromebooks At School

Students are expected to bring a fully charged Chromebook to class when directed by their teacher.

- **Charging Chromebooks**
  - Chromebooks must be brought to school with a full charge.
  - Students should charge their Chromebooks at home every evening.
  - Chromebooks should keep their charge for the entire day but just to be safe, chargers may be brought to school.
- **Sound**
  - Sound must be muted at all times unless permission is obtained from the class teacher.
  - Headphones may be used at the discretion of the teachers.
  - Students must provide their own headphones.
- **Printing**
  - Students will be encouraged to digitally publish and share their work with their teachers and peers
  - Students cannot easily print directly from their Chromebooks. However, files can be shared or emailed to a computer for printing. Printers are available on site if students cannot accomplish this at home.
  - Student 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 the school issued Cougar Email account credentials.
  - Students should never share their account passwords with others.
- **Managing and Saving Digital Work**
  - Student work will be stored in the Cougar Drive - Google Cloud and can be accessed from any computer with an Internet connection.
  - Some files may be stored on the Chromebook's hard drive.
  - Students will be instructed on using some Google applications off line.
  - The school is not responsible for the loss of any student work.

## Chromebook Use Outside of School

- Students are encouraged to use their Chromebooks at home and other locations outside of school.
- A WIFI connection is required for the majority of Chromebook use.
- Students are bound by the Hart-Ransom District Acceptable Use policy, Chromebook agreement and all other guidelines in this document whenever they use their Chromebooks.

- 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. All school devices are monitored and filtered 24/7. Any attempts to access inappropriate content will result in disciplinary action.
  - Affordable Internet through Comcast \$9.95/mo : <https://apply.internetessentials.com/>

## Software

- Google Apps for Education
  - Chromebooks seamlessly integrate with all of Google productivity and collaboration online tools including Google docs for word processing, spreadsheets, presentation, drawings and forms.
  - Web based applications and tools will also be available.

## 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 School 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 school using installed monitoring software. By using a Chromebook, students agree to such access, monitoring, and recording of their use.*

## Cost of Repairs

Parents will be held responsible for damage to their student’s Chromebook including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value (approx. \$225). Lost items such as cases and cable will be charged the actual replacement cost.

## Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.

## Appropriate Uses and Digital Citizenship

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Hart-Ransom Academic Charter School Digital Citizenship Agreement at all times. Please read and sign the *Chromebook Use and Digital Citizenship Agreement (pages 5 & 6)*.

**Please sign and return ONLY the next page. Keep all other information for your records.**

**Students must have a signed agreement on file in order to be assigned a Chromebook**



## **Chromebook Use and Digital Citizenship Agreement**

Hart-Ransom Academic Charter 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, chromebook, thumb drive).
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will always logout before leaving a computer.
- I will immediately report any inappropriate behavior directed at me to my parent, Advisory Teacher, Principal, 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 parent, Advisory Teacher, Principal, or other adult at school.

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

- I will limit my web browsing at school to school research or personal research similar to that which I would do in class.
- I will not visit inappropriate web sites. If an inappropriate page, image or search result 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 and Digital Citizenship Agreement. I agree to be financially responsible for the repair or replacement cost should the Chromebook (or power cord) be lost, stolen, or damaged. This includes any damage or HR loss that occurs on or off campus.**

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

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

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

**Parent/Guardian Signature** \_\_\_\_\_

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

**Device HRACS Library Tag#** \_\_\_\_\_

**Device Serial #** \_\_\_\_\_

**Device Make/Model** \_\_\_\_\_