SANDY CREEK CENTRAL SCHOOL DISTRICT CHROMEBOOK USER AGREEMENT

1. Chromebook Distribution and Care

1.1 Distribution

Distribution

All Chromebooks issued to students are the property of Sandy Creek Central School District and are only to be used as an academic learning tool. Students in 2nd - 12th grades are in the 1:1 classroom program and will be issued their own Chromebook at the beginning of the academic school year. Other grade levels will be provided with a Chromebook as-needed in instructional settings. Acceptance or use of a Sandy Creek Central School District Chromebook signifies participation in, and compliance with, this agreement.

The Chromebooks are to be returned at the end of each academic year for updates and routine maintenance. Chromebooks may be collected at any time throughout the school year for maintenance and updates. ***If a student leaves Sandy Creek Central School District during the academic school year for any reason at all, the Chromebook must be returned to the school as soon as possible before departure. Upon departure, if the Chromebook is not returned, it will then be considered stolen property and the matter will be handed over to the Authorities.***

1.2 General Precautions

Students are responsible for knowing how to properly operate and protect the Chromebook, including, but not limited to the following:

- DO NOT REMOVE IDENTIFYING LABELS such as Asset Tags, Serial Numbers, and Name labels.
- Never leave the device in a location where it can be damaged by cold, heat or moisture;
- Devices and any provided cases must remain free of any writing, drawing, stickers or labels that are not the property of Sandy Creek Central School District;
- No food or drink is allowed next to the device while it is in use;
- Keep the device's battery charged for each school day;
- Take proper care of all cords, cables and any removable storage devices associated with the device;
- Never leave the device in an unlocked locker, unlocked car or any unsupervised area.
- Do not exchange or share the Chromebook, account passwords or other personal information with another student;
- Avoid extended use of the device while resting directly on the lap. The bottom of many devices can generate significant heat;
- Never provide personal information to anyone over the internet and never share passwords with anyone, unless an Administrator or Faculty Member requests it;
- Take frequent breaks when using the device for long periods of time.

1.3 Screen Care
The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Do not place anything near or on top of the Chromebook that could put pressure on the screen. Clean the screen regularly only with a soft, dry microfiber cloth.

1.4 Repair and Modifications
Students/parents are not permitted to repair, alter, modify or replace Chromebooks from Sandy Creek Central School. If the Chromebook is damaged or malfunctions, students must take the device to their respective school office immediately for evaluation. The office may provide a loaner for the student to use while their device is being evaluated depending on the circumstances of the situation. If a student damages the Chromebook intentionally or due to negligence, the student/parent(s) will be responsible for the expense of repairing and/or replacing the device. **Students may not remove or alter the Name Tag or Asset Tag located on the Chromebook.**

1.5 Passwords\Security Codes
Usernames and passwords will be set up by the Technology Department for the Chromebooks and all online platforms. Students are **NOT** permitted to change school issued passwords. If a student's password has been compromised the student must report it to the Technology Department immediately so the student's password can be reset.

1.6 Lost or Stolen
If the Chromebook is lost or stolen, the student must report the incident to their respective School Office immediately. In the case of theft, a police report must be filed.

2. Using a School Issued Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for device use, school messages, attachments, calendars, and schedules will be accessed using the Chromebook. Students must be responsible to bring their device to classes, unless specifically advised not to do so by their teacher.

2.1 Devices Left at Home
If a student leaves their Chromebook at home, they are still expected to complete the assignments by using other sources as instructed by the teacher or by obtaining a loaner device from the student's respective school office. Repeat violations of this may result in disciplinary action. There will be a limited number of loaner Chromebooks available for sign out at the office for use during the day.

2.2 Charging a Device
Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebook each evening. Repeat violations of this policy may result in disciplinary action. In cases where the Chromebook batteries have become discharged, students may be able to connect their device to a power outlet in class.

2.3 Inappropriate Media Use
Inappropriate media may NOT be used. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or any other content not aligned with the District's Student Code of Conduct will result in disciplinary action.

2.4 Sound
Sound must be muted at all times in the classroom unless permission is obtained from the teacher for instructional purposes. Ear-buds\Headphones may be used only when permission is granted by the

teacher.

2.5 Music, Apps, Software and Games

Students are not permitted to add any Apps or personal data (i.e. photos, movies, videos, music or other personal entertainment) to the Chromebook without permission from the teacher. Educational Apps will be provided by the District. The software/apps originally installed by Sandy Creek Central School District must remain on the Chromebook in usable condition and be easily accessible at all times. The District may add software applications throughout the year. The Chromebook camera may be used for educational purposes only.

2.6 Social Media, Blogging and Other Websites

Students will refrain from using social media, gaming or blogging websites on the school issued Chromebook. Students will not receive pop-up or email notifications from any social networking/entertainment sites or apps on the school issued Chromebook.

Students may not access sites selling term papers, book reports, and other forms of student work. In addition, students may not use the Chromebook for any action that violates existing school rules, school Technology Acceptable Use Policy or public law.

2.7 Saving Data

Students are expected to back up any educational work they have stored directly on their device. Sandy Creek Central School District does not take responsibility for any lost data. **Files are to be backed up\saved to the provided students' Schoology, Seesaw or Google account.**

2.8 Chromebook Inspection

Students may be selected at random or upon suspicion to provide their Chromebook for inspection. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated District staff to ensure proper use. The inspection may be completed by Technology Department Personnel, Administration and\or Sandy Creek Central School District Faculty Member.

3. Acceptable Use

3.1 General Guidelines

Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of educational goals and objectives of the Sandy Creek Central School District. Students are responsible for their ethical and educational use of the technology resources Sandy Creek Central School District. Access to the Sandy Creek Central School District technology resources is a privilege and not a right. Each employee, student and or parent will be required to follow the Chromebook User Agreement and adhere to all District Technology Resources (DTR) User Regulations from the Student Handbook. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and computer viruses. Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the explicit consent of the Director of Technology will be considered an act of vandalism and subject to disciplinary action in accordance with the district's Student Code of Conduct. This action may also result in a fine for any damage caused to the Chromebook.

3.2 Email

Always use acceptable language. Students should maintain high integrity with regard to email content. Students should not transmit language/material that is profane, obscene, abusive or offensive to others.

Group emails may be sent only with the permission from a faculty member; however, mass emails, chain letters and spam are prohibited. Students should use the email account for educational purposes only and may not use the email or internet for financial or commercial gain or for any illegal activity.

3.3 Legal Property

Students must comply with the trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. Students must ask a teacher or faculty member if they are unsure. Plagiarism is a violation of the DIstrict's Student Code of Conduct. Credit must be given to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.

Use or possession of hacking software is strictly prohibited and violators will be subject to disciplinary procedures. Violation of applicable state or federal law, including the New York State Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District. Bypassing the District's internet content filtering systems is strictly prohibited. Students are not permitted to remove, modify, or circumvent the management system(s) installed on each Chromebook.

3.4 Student Responsibilities

The student in whose name a system account and/or Chromebook is used will be responsible **at all times** for its appropriate use. Non-compliance with the policies of this agreement will result in disciplinary action.

3.5 Parent Responsibilities

Parents are responsible for monitoring the student's use of the Chromebook at home and away from school. Parents will be responsible for reviewing the Sandy Creek Central School District Chromebook User Agreement with their child(ren)/student(s) and are asked to monitor their student's activities on the Internet on a regular basis. Remember, parents are responsible for overseeing their child's use of the Internet while at home.

4. Repairing or Replacing A Chromebook

4.1 Intentional Damage\Damage due to Negligence

In accordance with the district's Student Code of Conduct, the student is responsible for any intentional damage, or damage as a result of improper care\negligence, including but not limited to: liquid damage, dropping of the device, device falling from\knocked off a surface, any other intentional Act. The student will also be responsible for cosmetic damages, and any missing or damaged parts, chargers, or cases.

4.2 Theft or Fire Damage

If the Chromebook is stolen or damaged by a natural disaster, the student will not be responsible for the full cost of the Chromebook as long as the student/parent files the appropriate police/fire report.

4.2 Chromebook Repair\Replacement Costs
(Subject to change based on market values of replacement parts)

Replace Damaged Screen: $80
Replace Damaged Keyboard: $60
Replace Damaged Trackpad: $60
Replace Damaged MainBoard(Liquid\Peripheral Port damage): $80
Replace Lost\Damaged Charger: $40
Replace Lost\Damaged Device beyond repair: $450