

CHROMEBOOK 1:1 POLICY AND LOAN AGREEMENT

PURPOSE

The purpose of the 1:1 Chromebook program at Gill-Montague Regional School District (GMRSD) is to provide students with additional collaboration tools, an enhanced ability to engage with educational online content, and the ability to more easily write and revise papers. In addition, having these devices will help promote the development of self-directed learning and digital citizenship.

STUDENT EQUIPMENT PROVIDED BY GMRSD

- A Chromebook mobile device licensed to GMRSD
- A power supply with charger
- A Chromebook “book” cover (to be kept on devices at all times)

1:1 CHROMEBOOK ACCEPTABLE USE POLICY:

- School issued Chromebooks should be used for educational purposes and students are to adhere to this Acceptable Use Policy at all times. Chromebook devices are enrolled under the **gmrzd.us** domain making them inapplicable for any other use.
- GMRSD’s 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.
- Inappropriate media may not be used for Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary consequences.
- Manufacturer and school barcode tags and name labels shall not be removed, covered or marked upon.
- Teachers, school administrators, and the technology services staff use monitoring software that allows them to view the screens and activity on student assigned Chromebooks.
- The school district uses 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 and out of school), will have Internet activity protected and monitored by teachers, school administrators, and the technology staff. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked. Such requests will be given consideration following administrative review.

CHARGING OF DEVICE

- Students are expected to bring a fully charged Chromebook to school every day. These devices are designed for 8 hours of battery life
- Limited charging stations are available in the classrooms. But students are expected to have devices charged and ready for class.
- Failure to bring a charged device to school is the same as coming to class unprepared.

BACKUP OF DATA

- Data stored locally on a Chromebook is not backed up in any manner.

GUIDELINES FOR THE CARE OF CHROMEBOOKS

- General Precautions to Ensure Care of Devices

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be exposed to extreme temperatures, for example leaving it in a car overnight during the winter or on a hot day.
- 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.

- Traveling

- Back packs containing Chromebooks should be handled with care. Always transport Chromebooks with care
- Never lift Chromebooks by the screen and 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 drives).
- Clean the screen with only a soft, dry microfiber cloth or anti-static cloth.

- Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones / earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones / earbuds for sanitary reasons.

RETURN OF DEVICE

- Students who withdraw from GMRSD must return their device and power supply to their homeroom/CPR Teacher. A receipt will be issued confirming that the Chromebook was returned. Failure to return the device will result in a replacement charge.
- Devices are returned each year prior to the summer break. This allows technology services to inventory all devices, repair known problems, and ensure devices are ready for the start of the school year. The following school year, students will receive the same device.

CHROMEBOOK REPAIR

- When repairs are needed, students must bring the device to their homeroom/CPR Teacher. The teacher will fill out a form and let support@gmrtd.org know. Support will then pick up the device and form from the teacher. **DO NOT** bring the Chromebook to a third party for repair. All repairs must be handled exclusively by Gill-Montague Regional School District and not attempted by any student or parent.
- A loaner Chromebook may be issued to a student when they submit their school-issued Chromebook for repair.
- The student will be responsible for any damage to or loss of the loaner Chromebook.

DEVICE MAINTENANCE AND FEES

- Parents and guardians agree to reimburse GMRSD for loss or damages incurred by accident, misuse, misplacement, and theft of school owned Chromebooks according to the rates listed below. Manufacture defects will remain the financial responsibility of the school.
 - Replacement of Power Adapter - \$25
 - Full Device Replacement - \$25 for first loss. \$200 per each additional loss.
 - All Repairs - \$10

Note on Lost Devices: Chromebooks that are lost will be deactivated by the school. When this occurs they are useless as computers, but might still work as paperweights.

**GILL-MONTAGUE REGIONAL SCHOOL DISTRICT
CHROMEBOOK LOAN AGREEMENT ACKNOWLEDGEMENT FORM**

Student Name (Please Print): _____ Grade: _____

Parent Section *Agreement of Terms:*

- I hereby release Gill-Montague Regional School District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the GMRSD computer network, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.
- I will instruct my child regarding the rules of use of the information systems contained in this Chromebook Loan Agreement and Acceptable Use Policy, and understand and agree that the agreement contained herein are incorporated into the contract under which my child is enrolled at GMRSD.
- I understand that it is impossible for GMRSD to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network.
- I also agree to report any inappropriate use of the system of which I am aware to the school administration
- I accept full responsibility if and when my child's use of information technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school if using GMRSD's equipment and network resources.
- I have read and understand the information contained in this document and agree to abide by all rules set forth in this agreement and the Policy. By signing I am also agreeing that I am responsible to pay all associated costs relating to device replacement for accidental or intentional damages (by my child) in any way.

Parent/Guardian Name (Please Print): _____

Parent /Guardian Signature: _____ Date: _____

Student Section

I understand that it is my responsibility to care for my assigned Chromebook at all times and abide by the rules set forth in this document. I understand that I will be accountable for my actions and my use of all the resources the school provides to me. I will not engage in activities that would be damaging to the Chromebook, to myself, or to my peers.

Student Signature: _____ Date: _____