



Springton **L**ake **M**iddle **S**chool

Student and Parent/Guardian Chromebook Loan Agreement

Introduction

Rose Tree Media School District fully understands the importance of technology to the educational process and has incorporated that technology into its curriculum. As part of the resources for teaching and learning, all students at Springton Lake Middle School will be assigned a Chromebook laptop for their use at school and at home.

Rose Tree Media School District retains sole right of possession of the device and network resources, and grants permission to the student to use the technology according to the guidelines set forth in this document, as well as Board Policy 815: *Responsible Use of Network Resources*. Moreover, Rose Tree Media School District administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed hardware or software. In order to ensure that such devices are used for educational purposes only and that no abuse of the technology privileges occur, please read this document and **sign the Responsible Use and Loan Agreement for the Chromebook** that follows on page 5, as well as the **Instructional Technology Student Responsibilities** form that follows on page 6. These forms must be signed annually.

Overview

The following guidelines and procedures are necessary for each student and parent/guardian to understand in order to help make the Chromebook implementation a success.

Please read each section carefully and sign the required documents:

A. Terms of Loan

The Rose Tree Media School District will issue a Chromebook laptop and power cord/charger to students upon compliance with the following:

- Submission of signed **Student and Parent/Guardian Responsible Use and Loan Agreement for Chromebooks** (page 5)
- Submission of a student and parent signed RTM School District **Instructional Technology Student Responsibilities Form**. (page 6)
- Rose Tree Media School District retains ownership of the issued Chromebooks.
- For any apps that are required for class use, RTM will manage the distribution of those apps.
- A student's possession of the Chromebook terminates no later than the last day of school or when deemed appropriate by the school.
- The Chromebook and all accessories must be returned in working order when a student withdraws from Springton Lake Middle School.

B. General Care of the Chromebook

- Do not do anything to the Chromebook that will permanently alter it in any way.
- Each Chromebook has several identifying labels - the asset tag and the student name. Under no circumstances are students to modify, remove, or destroy these labels or ID features.
- Do not write, draw, paint, place stickers or labels, or otherwise deface your Chromebook.
- Never put weight, such as a pile of books, on top of a Chromebook, as it may crack the screen.
- Don't leave papers on keyboard when closing the lid.
- Liquids, food, and other debris can damage the Chromebook. Avoid eating and drinking while using the Chromebook.
- Take care when inserting and removing cords or other peripherals to avoid damage to the ports and cables.
- Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for long or extended periods of time. Extreme heat or cold may cause damage to the Chromebook and/or battery. If your Chromebook has been in a cold or hot environment for a long period of time, let it reach room temperature before using it.
- Chromebooks should be closed when being carried.
- Chromebooks in need of repair must be submitted to the Library.
- Students who fail to follow these guidelines and/or who cause intentional damage to their Chromebook are at risk for losing access to the device.

C. Cleaning the Chromebook

Students are encouraged to perform simple cleaning procedures as outlined below:

- Clean the screen with a soft, dry, anti-static or micro-fiber cloth. Do not use any type of liquid, spray, or water to clean the screen or other parts of the Chromebook.
- Wash your hands often to avoid any oil or debris build-up on the glass.

D. General Use of the Chromebook

- Students are required to bring the Chromebook to school each day with a fully-charged battery. Students who do not have the assigned Chromebook at school will still be responsible for turning in the day's assignments.
- Chromebooks are to be utilized for instructional/educational purposes and that other uses during the school day, including gaming, will be grounds for suspension of the device.

E. General Security

- Never leave the Chromebook unsecured. Chromebooks should be locked in a designated area or secured in a locker when not in use.
- Students are expected to maintain the security of the Chromebook at all times, including during after-school activities.

F. Internet Access / Filtering in School

- District-wide networks are equipped with a technology protection measure to help ensure students are protected as reasonably as possible from inappropriate online content.

G. Internet Access / Filtering at Home

- Rose Tree Media School District will not provide Internet access for home use. Internet access can be found at all public libraries and some public spaces. If you need Internet access, Comcast also offers a home Internet Essentials Program at reduced rates for those who qualify. See <http://www.internetessentials.com/> or call **1-855-846-8376**.
- Away from school, or the school district, the district-issued device has Internet protection measures via an installation of *Securly*. You cannot uninstall or disable this software as it is a forced Chrome extension. This extension allows the district to filter the Chromebooks from any location.

H. Damage, Loss, or Theft

- **Responsibility for Damage:** The student is responsible for maintaining a 100 percent working Chromebook at all times. The student shall use reasonable care to ensure that the Chromebook is not damaged. In the event of damage **from abuse or neglect**, the student / parent will be billed for the cost of the damage or the replacement cost of the Chromebook.
- There will be a \$25 charge for the cost of the **first** repair each school year. This does not apply to warranty repairs. If **subsequent** repairs are required during the school year, **the student/parent will be charged the fees determined by the cost of the replacement parts and labor, not to exceed \$200 per repair.**
- If the Chromebook is damaged beyond repair, the student will be responsible for a replacement cost of \$200.00.
- **Responsibility for Loss:** In the event the Chromebook is lost or stolen, the student/parent will be billed for the cost of the Chromebook in order to secure a replacement. **Replacement cost is \$200.00.**
- In the event of loss or damage, the student should report the problem immediately to the Library.

Student and Parent/Guardian Responsible Use and Loan Agreement for Chromebooks

Please Print All Information (except for signatures)

Please check:

I have read, understand and agree to follow all responsibilities as outlined in the **Student and Parent/Guardian Loan Agreement for Chromebooks.**

Student's Name _____

Student's Grade _____

Student's Signature _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____



Instructional Technology Student Responsibilities

The use of all technology, including devices and the district network, are governed by the District ***Responsible Use of Network Resources Policy #815***. Students are responsible for their ethical and educational uses of the technology resources, including the following elements of digital citizenship and device responsibility.

Digital Citizenship

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, experimentation 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, and not visiting sites that are degrading, pornographic, racist or inappropriate.
5. **Respect and Protect 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. I will use free and open source alternatives rather than pirating software.

Device Responsibility

Students are responsible for district issued devices while using them.

- Students should never leave a device in an unsecured location.
- Students should promptly report any problems with a device to the Library.
- 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 devices, including the keys, screens, etc.
- Students are expected to bring their Chromebooks to school every day fully charged. (Note: a fully charged Chromebook should last at least 8 hours.)

Parent Name: _____

Parent Signature: _____ Date _____

Student Name: _____

Student Signature: _____ Date _____

Grade Level: _____