

## LOCKPORT TOWNSHIP HIGH SCHOOL DISTRICT 205

### STUDENT/PARENT CHROMEBOOK AGREEMENT

#### 1:1 INSTRUCTIONAL TECHNOLOGY INITIATIVE

#### INTRODUCTION

The focus of this 1:1 Instructional Technology Initiative is to provide tools and resources to the 21st Century learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. According to studies and school reports, students who use a computing device in a one-to-one educational environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas.

Increasing access to technology is essential, and one learning tool for these 21st Century students is the **Chromebook**. The personalized, mobile, and individual use of a **Chromebook** is a way to empower students to maximize their full potential and to prepare them for high school, college, and the workplace. The **Chromebook** is a next generation device that makes learning more engaging and accessible.

Learning happens from a continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. Effective instruction with **Chromebooks** will provide for Anytime, Anywhere, Teaching & Learning.

#### 1.0 General Information

The policies, procedures and information within this document apply to all student **Chromebook** computers used by students enrolled in Lockport Township High School District 205, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for use in their classroom.

##### 1.1 Receiving the Chromebook

Parents and students must review the LTHS 1:1 Instructional Technology Initiative Agreement and sign and return the attached *Student and Parent Agreement for **Chromebook** Use* before the **Chromebook** can be issued to the student. This *Agreement* summarizes rights and responsibilities with respect to the **Chromebook**.

##### 1.2 Ownership of the Chromebook

A **Chromebook, power adapter, and protective case** will be distributed to each student for use while enrolled in District 205. The **Chromebook** is school property and is to be returned to the school district upon the student leaving the district. Parents/students shall be responsible for safekeeping and maintenance of the **Chromebook**. If the **Chromebook** is damaged or destroyed, the parents/students shall be responsible for its replacement. Use of the **Chromebook** at school shall be subject to all applicable District policies, rules and procedures, including but not necessarily limited to Board Policy 7:390, *Technology Acceptable Use Policy/Password Policy and Guidelines*.

#### 2.0 Care of the Chromebook

Parents/Students are responsible for the care and maintenance of the **Chromebook**. In that regard, parents/students should follow the manufacturer's instructions for safe handling, storage, cleaning, maintenance, and repair. The District is not responsible for any theft, loss, or other damage of any type to the **Chromebook**.

### **3.0 Using the Chromebook at School**

The **Chromebook** is intended for use at school each day, subject to direction and approval from the classroom teacher. In addition to teacher expectations for **Chromebook** use, school messages, announcements, calendars, and schedules may be accessed using the **Chromebook**. Students are responsible for bringing their **Chromebooks** to all classes unless specifically instructed not to do so by their teacher.

#### **3.1 Chromebook Undergoing Repair**

A loaner **Chromebook** may be issued to a student when a **Chromebook** is under repair. There may be a delay in checking out a loaner **Chromebook** depending on the number of available devices. The District does not guarantee that a loaner **Chromebook** will be available.

#### **3.2 Charging the Chromebook Battery**

**Chromebooks** must be brought to school each day fully charged. Power adapters should be left at home and should not be brought to school.

#### **3.3 Wallpaper/Background photos**

Inappropriate media may not be used as a wallpaper or background photo. Inappropriate media includes, but is not limited to the following: the presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, or pictures. If inappropriate media is used, it will result in disciplinary actions.

#### **3.4 Sound and Music Programs**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is allowed on the **Chromebook** and can be used at the discretion of the teacher.

#### **3.5 Printing**

Printing at school is available with the **Chromebook** on a very limited basis and is subject to the discretion and approval of the classroom teacher. Printing at home may require a specific make/model printer. The District is not responsible for providing a printer and the parents/students assume sole responsibility for selecting and obtaining any printer, if desired.

#### **3.6 Home Internet Access**

Parents/Students shall determine whether to allow for a home wireless network on their **Chromebooks** or for other internet access at home. It is incumbent upon the parents to monitor and manage student Internet activity while at home.

### **4.0 Managing Files and Saving to the Chromebook/LTHS Network Resources**

Limited storage space will be available on the **Chromebook** and will NOT be backed up in case of re-imaging or device malfunction. It is recommended that students also save documents to their **LTHS Google Docs for Education** account. In addition, students are able to email documents to themselves and/or their teachers.

It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

#### **4.1 Network Connectivity**

LTHS makes no guarantee that its network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

## **5.0 Software Originally Installed on Chromebooks**

The software/apps originally installed by LTHS must remain on the **Chromebook** in usable condition and be easily accessible at all times. Any District-provided software/apps may not be tampered with, altered, deleted, or otherwise removed without the express written permission of the District. Data storage will be through apps on the **Chromebook** and through **LTHS Google Docs for Education** accounts. From time to time, the school may add software/apps for use in a particular course.

### **5.1 Additional Software**

Parents/Students are strongly encouraged not to download additional software apps on their **Chromebooks** unless approved by or otherwise directed to do so by their teachers or school staff. LTHS will facilitate the distribution of apps required on the **Chromebooks**. Parents/Students who add non-LTHS apps to their assigned **Chromebooks** without prior approval do so at their own risk. Under no circumstances shall a parent/student download software, apps, or other materials that are not permitted under the District's policies, rules, and procedures, including but not limited to Board Policy 7:390, *Technology Acceptable Use Policy/Password Policy and Guidelines*.

### **5.2 Inspection**

Students may be selected at random to provide their **Chromebooks** for inspection and ensure they are in compliance with the 1:1 LTHS Instructional Technology Initiative and all applicable District policies, rules, and procedures, including but not limited to Board Policy 7:390, *Technology Acceptable Use Policy/Password Policy and Guidelines*.

### **5.3 Procedure for Re-loading Software**

If technical difficulties occur, illegal software has been installed, "jailbreaking"<sup>1</sup> has been attempted, or apps are discovered that are inappropriate under District policies, rules, and procedures, the District reserves the right to restore the **Chromebook** to its factory state, with any software or apps installed by the manufacturer and the District. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format. Violations will be addressed as outlined in this handbook, including possible disciplinary action.

### **5.4 Software Upgrades**

Upgrade versions of licensed software/apps are available from time to time. The District may require students to update their **Chromebooks** as it deems appropriate. Students shall allow such updates to be installed when requested by the District.

## **6.0 Statement of Responsibility for Appropriate Use of the Chromebook**

**The use of Lockport Township High School District 205's technology equipment and network is a privilege, not a right.** The privilege of using the technology resources provided by Lockport Township High School District 205 is not transferrable by a student to people or groups outside the district and terminates when a student is no longer enrolled in Lockport Township High School District 205. This agreement is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the **Chromebook**. If a student violates any of the provisions in this agreement, or any District policies, rules, and procedures regarding the acceptable use of technology, privileges may be terminated, access to the District's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Lockport Township High School District 205 discipline policy shall be applied to student infractions.

The act of "jailbreaking" the **Chromebook** voids any warranty and is in strict violation of appropriate use of the **Chromebook**, the guidelines in this agreement, and District policies, rules, and procedures.

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<sup>1</sup> "Jailbreaking" the **Chromebook** means installing software or programs that remove default restrictions imposed on the device by the manufacturer and/or the District.

**Chromebook** privileges will be terminated and appropriate disciplinary action shall be applied if a student/parent engages in such misconduct.

**Student users should assume that none of their data is private or confidential.** Any communication or data on the network may be subject to review by network or school administration.

### **6.1 Parent/Guardian Responsibilities**

- Review Board Policy 7:390, *Technology Acceptable Use Policy/Password Policy and Guidelines*.
- Talk with their student about values and the standards that their student should follow on the use of the Internet just as they would on the use of all media information sources such as television, telephones, movies, and radio.
- Monitor their student's Internet activity and instruct them on proper digital citizenship.
- Maintain the **Chromebook** as a personal learning tool in the pursuit of academic success.

### **6.2 School Responsibilities**

- Provide Internet and Email access.
- Provide Internet filtering of inappropriate materials as able.
- Provide network data storage areas.
- Provide staff with professional development to guide, prepare, and inspire students in their pursuit of academic success

### **6.3 Student Responsibilities**

- Comply with general school rules concerning behavior and communication that apply to the **Chromebook** as outlined in this document, the *Student and Parent Agreement for Chromebook Use*, as well as all District policies, rules, and procedures governing the use of technology.
- Use all technology resources in an appropriate manner so as not to damage school equipment. This damage includes, but is not limited to, "jailbreaking" the **Chromebook** or service interruptions caused by the student's own negligence, errors, or omissions.
- Help LTHS protect the computer network and devices by contacting a teacher or technology staff about any security problems that may be encountered.
- Monitor all activity on their account(s) and keep passwords private and uncompromised (except for disclosure to school officials as required or allowed by District policies, rules and procedures).
- Use computers/devices in a responsible and ethical manner.
- Always put the **Chromebook** to sleep after use and secure the **Chromebook** to protect all work and information.
- If a student should receive email or other electronic message(s) containing inappropriate or abusive language or if the subject matter is questionable, the student should turn it in to a teacher or principal or show the teacher or principal the **Chromebook**.

### **6.4 Chromebook Care**

- Students will be held responsible for maintaining their individual **Chromebooks** and keeping them in good working order.
- Labels or stickers that are inappropriate or impermissible at school shall not be placed onto the **Chromebook or protective case**.
- **Chromebooks** that malfunction or are damaged must be repaired by the parents/students promptly.
- Any damage to **Chromebooks** must be reported immediately. A student with his/her **Chromebook** in need of repair may pick up a loaner **Chromebook** from the Technology Department for temporary use at school as long as such loaners are available. This temporary **Chromebook** may not be available for home use.
- **Chromebooks** that are lost or stolen must be reported immediately to the Dean's office.

## **6.5 Student Discipline**

The discipline procedure in the LTHS Parent/Student Handbook addresses serious and major offenses such as stealing and destruction of school or personal property, which apply to the **Chromebook**. Depending on the seriousness of the offense, students may lose **Chromebook** and/or technology resource/network privileges as well as being held for detention, suspension, or possible expulsion.

## **7.0 Storage and Protection of the Chromebook**

When a student is not using his/her **Chromebook**, the **Chromebook** should be safely stored in his/her locked locker. Students shall use the combination lock provided by the school district to secure the locker. Students are encouraged to take their **Chromebooks** home every day after school, regardless of whether or not they are needed. **Chromebooks** should never be stored in a vehicle at school or at home.

### **7.1 Chromebooks Left in Unsupervised Areas**

Under no circumstances should **Chromebooks** be left in unsupervised areas. Any **Chromebook** left unattended in these areas is in danger of being stolen. If a **Chromebook** is found in an unsupervised area, it will be taken to the Dean's office.

## **8.0 Repairing or Replacing the Chromebook**

With the implementation of the 1:1 Instructional Technology Initiative, Lockport Township High School District 205 reserves the right to protect the investment by the District for the cost of repairs and replacement of damaged or lost **Chromebooks**.

### **8.1 Damaged Chromebooks**

Students and their parents will be responsible for all damage to the **Chromebooks** including, but not limited to cracked plastic pieces, damaged ports, frayed cables, inoperability of any kind, etc.

Damage to a student's **Chromebook** should be reported to the Technology Office at each building campus. Cost of provided repairs to the **Chromebook** will be the responsibility of the student/parent.

### **8.2 Lost/Stolen Chromebooks**

The full cost of replacing the **Chromebook** will be required if it is lost or stolen. If a student's **Chromebook** is lost or stolen it is to be reported to the Deans' Office.

Information regarding purchasing optional insurance for the **Chromebook** is available.



**Lockport Township High School District 205**

**Student and Parent Agreement for Chromebook Use**

1. We understand that that student is receiving a **Chromebook** (“**Chromebook**”) that is primarily to be used for academic and educational purposes at Lockport Township High School District 205 (“District”).
2. We agree to assume all responsibility for the **Chromebook**, including all maintenance and repairs at our sole cost and expense.
3. We understand and agree that the **Chromebook** is subject to inspection by the District at any time without notice.
4. If there are any problems with the **Chromebook**, we will notify the District’s Technology Department immediately, and will take prompt action to repair or replace the **Chromebook**.
5. We agree to follow the policies and guidelines outlined in the LTHS 1:1 Instructional Technology Initiative, and all applicable LTHS polices, rules and procedures governing the use of technology, including but not limited to Board Policy 7:390, *Technology Acceptable Use Policy/Password Policy and Guidelines* during and outside of school hours as well as on and off school property. These rules, include, but are not limited to the following:
  - taking full responsibility for the **Chromebook**.
  - never leaving the **Chromebook** unattended.
  - never loaning out the **Chromebook** to other individuals.
  - knowing where the **Chromebook** is at all times.
  - charging the **Chromebook** battery daily.
  - keeping food and beverages away from the **Chromebook**.
  - not disassembling any part of the **Chromebook** or attempting any repairs myself.
  - protecting the **Chromebook** by storing it and transporting it securely and safely.
  - using the **Chromebook** in ways that are appropriate, meet LTHS expectations and are educational.
  - refraining from downloading or installing apps other than those approved by the District.
  - not placing inappropriate or impermissible decorations (such as stickers, markers, etc.) on the **Chromebook**.
  - not disabling, tampering with, altering or otherwise rendering non-functional any District or manufacturer software or apps installed on the **Chromebook**, including but not limited to any firewalls or other protective devices.
  - accessing the internet at school only through the District’s wifi network and not using other servers or internet access capabilities.
  - being personally responsible for all damage or loss caused by accident, neglect, or abuse.

We,

\_\_\_\_\_  
Student’s name – please print clearly

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Parent/Guardian’s name – please print clearly

\_\_\_\_\_  
Chromebook Asset Tag Number

understand and agree to the stipulations set forth in this Agreement, the LTHS 1:1 Instructional Technology Initiative, and all District policies, rules and procedures governing the use of technology including but not limited to Board Policy 7:390, *Technology Acceptable Use Policy/Password Policy and Guidelines*.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date