

Campbell City Schools Take Home Agreement

Chromebook Acceptable Use, Agreement and Procedures

2021-2022



The procedures and information within this document apply to all Chromebooks used at Campbell City Schools, including any other device considered by the administration to come under this policy. Teachers may set additional requirements for use in their classrooms. Chromebooks are intended for use at school each day. Students must be responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by their teacher.

Chromebooks will be returned during the final weeks of school so they can be checked for serviceability. If a student transfers out of Campbell City School District during the school year, the Chromebook must be returned at that time.

As a student of Campbell City Schools, I promise to:

Take Care of my Chromebook.

- 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 immediately taken to Campbell City Schools IT staff for an evaluation of the equipment. Students should not attempt to repair their Chromebook.

Charge my Chromebook.

- So that you have access to the tools needed in the classroom, Chromebooks should be fully charged before arriving to school each day.
- Students who take their Chromebook home after school will be responsible for charging their Chromebooks each evening. Only the provided charging cable should be used; do not purchase or attempt to use a third-party charger as this can damage the Chromebook.

Preserve reference tags on my Chromebook:

- Leave all district placed stickers and tags intact on the device.

Be a good digital citizen and Follow all agreements of the Acceptable Use Policy, including:

- I will use only my own Google account and no other person's Google account.
- I will not use the computer to look at, send, copy or create material that is rude, inappropriate or meant to hurt someone's feelings.
- I will be respectful, responsible, and safe while on the computer.
- I will make the device available at any time to any school administrator or teacher for inspection of any messages or files sent or received on their Campbell City School issued device.
- I will report to the building administration or a teacher any incidents of inappropriate communications sent in any form using their Campbell City School owned technology.
- School devices are filtered by Securly at school and at home. Administration is notified when inappropriate content is searched.

As a parent/guardian of Campbell City Schools, I will:

Support my student in keeping the promises above.

Accept the same financial responsibility for the Chromebook as I do for the textbooks my student brings home. This includes the cost of **replacing a lost, stolen or intentionally damaged device.**

- The maximum charge for a lost or stolen Chromebook is \$180.00.
- **Accidental Damage** – If a device is accidentally damaged, please have your student bring the device back to school the next day and report any damage to the student’s teacher.
- **Intentional Damage** – Full price of repair or replacement will be the responsibility of the parent/guardian and a meeting with an administrator will be required before a device will be reissued. Consequences may be issued per the Student Code of Conduct.

We are providing a Chromebook at no cost, but there will be a charge if a Chromebook is lost or damaged

- Lost, Stolen or Destroyed Chromebook:

 Samsung Chromebook - \$180

 HP Chromebook - \$120

- Damaged Screen: \$50

- Miscellaneous Damage - Camera, Touchpad, Charging Port, Headphone Port - \$20

- Replacement Charger: \$10

- Damaged Keys: \$5 each

Lost/Stolen Device – A fee will be collected for a lost or stolen device and a parent/guardian meeting with an administrator will be required.

The school uses a web filter called Securly. Administration is notified when something inappropriate is searched or sent by email. Please make sure your child is using school equipment appropriately.

If a device is not working or is damaged, it will need to be reported to the Teacher or Technology Department and it will either be repaired or replaced.

Acceptable Use:

The use of Campbell City Schools technology resources is a privilege, not a right. The privilege of using the technology resources provided by Campbell City Schools is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled at Campbell City Schools. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical and lawful use of technology resources. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to the district’s technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.