

Chromebooks

1:1 Initiative



Lincolnview Local Schools
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Chromebook Loan Agreement



One Chromebook and backpack is being loaned to the student and is in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains the property of Lincolnview Local Schools and is herewith loaned to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing his or her right to use the Chromebook. The equipment will be returned when requested by Lincolnview Local Schools, or sooner, if the student withdraws from Lincolnview Local School prior to the end of the school year.

The District property may be used by the student only for non-commercial purposes, in accordance with District's policies and rules, the District acceptable Use and Internet Safety Policy (Policy 7540.03), as well as the local, state, and federal statutes.

Students may not install or use any software/apps other than software owned and approved by the District and made available to the student in accordance with this receipt and agreement.

One user with specific privileges and capabilities has been set upon the Chromebook for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users' account on any school-owned Chromebook or computer. The Lincolnview Local Schools network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient, academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing, the student should contact the technology department or principal for replacements. Additional stickers, labels, tags or markings of any kind are not to be added to the Chromebook.

A Lincolnview gmail account will be available for each student to use for appropriate, academic communication with other students and staff members only. This email is for communication within the school district.

The student agrees to use their best efforts to assure that the District property is not damaged or rendered inoperable by any electronic virus while in the student's possession.

The student acknowledges and agrees that his or her use of the District property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges his or her own responsibility to protect and safeguard the District property and to return the same in good condition upon request by Lincolnview Local Schools.

Documents included:

- Chromebook Loan Agreement p.2
- Parent Responsibilities p.3
- Student Responsibilities p. 4
- Taking Care of your Chromebook p.5
- Acceptable Use and Internet Safety Policy p. 6
- Parent or Guardian Signature Page p. 10
- Student Signature Page p. 10
- Chromebook Protection Fund p. 11 & 12

Pages to be signed and returned:

- Parent or Guardian Signature Page p. 10
- Student Signature Page p. 10
- Chromebook Protection Fund p. 12

Parent Responsibilities



Your son or daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- ◆ When using the Chromebook at **home**, at **school**, and **anywhere** else the student may take it, the student will follow the policies of Lincolnview Schools, especially the Student Code of Conduct and the Acceptable Use and Internet Safety Policy (Policy 7540.03), and abide by all local, state, and federal laws,
- ◆ I will supervise my child's use of the Chromebook outside the school environment,
- ◆ I understand that it is permissible to connect Chromebooks to offsite Wifi,
- ◆ I will discuss our family's values and expectations regarding the use of the Internet and email,
- ◆ I will supervise my child's use of the Internet and email,
- ◆ I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth,
- ◆ I will report to the school any problems with the Chromebook. I will not load or delete any software from the Chromebook,
- ◆ I will make sure my child recharges the Chromebook battery nightly,
- ◆ I will make sure my child brings the Chromebook to school every day,
- ◆ I understand that if my child comes to school without the Chromebook, I may be called to bring it to school,
- ◆ I agree to make sure that the Chromebook is returned to school when requested and upon my child's withdrawal from Lincolnview Local Schools.

Student Responsibilities



Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- ⇒ When using the Chromebook at **home**, at **school**, and **anywhere** else I may take it, I will follow the policies of Lincolnview Schools, especially the Student Code of Conduct and the Acceptable Use and Internet Safety Policy (Policy 7540.03), and abide by all local, state, and federal laws,
- ⇒ I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby, and I will keep my Chromebook in my school-issued backpack at all times,
- ⇒ I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times,
- ⇒ I will not load any software onto the Chromebook,
- ⇒ I will not remove programs or files from the Chromebook,
- ⇒ I will bring the Chromebook to school every day,
- ⇒ I will not use my Chromebook to access personal email accounts not pertaining to classroom activities,
- ⇒ I agree that email (or any other computer communications) should be used only for appropriate, legitimate, and responsible communication for educational purposes,
- ⇒ I will keep all accounts and passwords assigned to me secure, and will not share these with any other students,
- ⇒ I will not attempt to repair the Chromebook,
- ⇒ I will return the Chromebook when requested and upon my withdrawal from Lincolnview Local Schools.
- ⇒ I will report any issues associated with my Chromebook (damage, lost, etc.) IMMEDIATELY to the administration, teacher, and/or technology department.

Taking Care of Your Chromebook



Cleaning

Use only a clean, soft cloth to clean the screen, no cleansers of any type—no window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasive material.

Daily Use

- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Students are responsible for keeping their Chromebook battery charged for school each day.
- The Chromebook screen can be damaged if subjected to rough treatment.
 - * Do not lean on the top of the Chromebook when it is closed.
 - * Do not place anything near the Chromebook screen and keyboard that could damage the screen.
 - * Avoid using any sharp object(s) on the Chromebook.
 - * Do not place anything in the backpack that will press against the cover.
 - * Do not “bump” the Chromebook against lockers, walls, car doors, or floors.
- Careful placement in your backpack is important.
- Never throw a book bag that contains a Chromebook.
- Never place a Chromebook near food, liquids, heavy, or sharp objects.

Appearance

- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the school.
- Each backpack and Chromebook is identifiable. Do not remove any school ID tags or labels.

Safe Keeping

- Chromebooks must never be left in an unlocked locker, unlocked car or any unsupervised area.
- When not in your personal possession, the Chromebook should be in a secure, locked environment.
 - Unattended Chromebooks will be collected and stored in the school’s office.
 - Each Chromebook has the ability to be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the acceptable use policy and grounds for disciplinary action.
 - Each Chromebook has a unique identification number and at no time should the numbers or labels be modified or removed.
 - Do not lend your Chromebook to another person. Each Chromebook is assigned to an individual and the responsibility for the care of the Chromebook solely rests with that individual.
 - Never expose a Chromebook to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a Chromebook.
 - The Chromebook is an electronic device and care must be exercised when handling the Chromebook.
 - Do not attempt to gain access to the internal electronics or repair your Chromebook.
 - If your Chromebook fails to work or is damaged, report the problem to the Technology Department as soon as possible.

Acceptable Use and Internet Safety Policy - (7540.03)

PERSONAL RESPONSIBILITY

By signing this policy, you are agreeing not only to follow the rules in this policy, but are agreeing to report any misuse of the network to the building principal. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his/her property.

TERM OF THE PERMITTED USE

- A. student who submits to the school a properly signed policy and follows the policy to which s/he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new policy each year during which they are students in the School District before they are given an access account.

ACCEPTABLE USES

A. **Educational Purposes Only.** The School District is providing access to its computer networks and the Internet for educational purposes only. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated (teachers, administrators, media specialist, technology coach) school to help you decide if a use is appropriate.

B. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages offer for sale or use any substance the possession or use of which is prohibited by the School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them. Students may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies)~ employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others~ don't impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. **Netiquette.** All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use Internet access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender ethnicity, nationality, religion, or sexual orientation. Use of the network or school property to engage in cyberbullying is prohibited. Cyberbullying involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others.

3. Don't assume that a sender of e-mail is giving his/her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's systems and is in a format which the recipient can open.

INTERNET SAFETY

A. General Warning: Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his/her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, s/he should report such use to the person designated by the school.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a scheduled place or in a private setting.

C. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates State or Federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information. Information that personally identifies an individual student may not be shared on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and social security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The school periodically will monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 (h)(7)), as meaning any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
3. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors

PRIVACY

Network and Internet access is provided as a tool for your education. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW POLICY

The use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his/her access to the computer network and Internet terminated, which the School District may refuse to reinstate for the remainder of the student's enrollment in the School District. User violates this policy by his/her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if s/he permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The School District may also take other disciplinary action in such circumstances.

WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for his/her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, the School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his/her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the School District's network.

UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the school to receive such information.

ADDITIONAL ITEMS OF CURRENT CONCERN FOR THE 1:1 Chromebook INITIATIVE

1. Students may only access their computer or network by using their assigned network account/password. Use of another person's account/password is prohibited. Students may not allow other students to use their account/ password. Students may not go beyond their authorized access. Students may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer/network.
2. Students may not use the network or school property to engage in illegal activities such as software pirating, peer-to-peer file sharing and/or intellectual property violations (ex: music, games, videos, books, television shows, movies, etc. which are under copyright).
3. While on the school network, use of chat clients, social networking sites, and personal web-based email are prohibited.
4. Use of non-educational games, videos, movies, or games/videos/movies not assigned by a teacher while on the network or using school property is prohibited.
5. When using the network or school computers, students must follow the directions of school teachers/staff and adhere to school policies.
6. Students may not use the photo/video/audio function or screenshot function for any unauthorized use.

Lincolnview Schools Acceptable Use and Internet Safety Policy (7540.03)

Parent (or Guardian) and Student Signature Page

This page must be signed and returned before a student is issued any school owned technology equipment.

Parents or Guardians:

Use of the Internet is a privilege, not a right. The Board of Education's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented the use of a Technology Protection Measure, which is a specific technology that will protect against (e.g., block/filter) Internet access to visual displays that are obscene, contain pornography or are otherwise harmful to minors. The Board also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parent/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the Lincolnview School District's Acceptable Use and Internet Safety Policy (Policy 7540.03) for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the policy. I am, therefore, signing this agreement and agree to indemnify and hold harmless the school, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his/her access to such networks or his/her violation of the Acceptable Use and Internet Safety Policy (Policy 7540.03). Further, I accept full responsibility for supervision of my child's or ward's use of his/her access account if and when such access is not in the school setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

Students:

I have read, understand and agree to abide by the terms of the Acceptable Use and Internet Safety Policy (Policy 7540.03) of the Lincolnview Local School District. Should I commit any violation or in any way misuse my access to the School District's computer network and the Internet, I understand and agree that my access privilege may be revoked and school disciplinary action may be taken against me.

I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computers/network and the Internet, I agree to communicate over the Internet and the Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines. I have read and understand the responsibilities of use of the school-owned equipment.

Parents/Guardians — Please check each that applies:

_____ I give permission for my child to use and access the Internet at school and for the Board of Education to issue an Internet/ email account to my child.

_____ I give permission for my child's image (photograph) to be published online as part of classroom activities.

_____ I authorize and license the Board to post my child's class work on the Internet without infringing upon any copyright my child may have with respect to such class work.

I have read and understand the responsibilities of my child's use of the school-owned equipment.

Parent/Guardian's Name(s) (PRINT CLEARLY)

Parent/Guardian's Signature(s)

Date

Students:

Student Name (PRINT CLEARLY)

Student Signature

Date

User (place an "X" in the correct blank): I am 18 or older _____ I am under 18 _____

If I am signing this agreement when I am under 18, I understand that when I turn 18 this agreement will continue to be in full force and effect, and I will continue to abide by the Acceptable Use and Internet Safety Policy (Policy 7540.03).

The Director of Technology, Teachers and building principals are responsible for determining what constitutes unauthorized or inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's Acceptable Use and Internet Safety Policy (Policy 7540.03) and related Guidelines, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.

Chromebook Protection Fund

Please read this entire document to determine if this program is needed for you and your child's protection against damage and loss of the loaned Chromebook equipment in your care. Except as specified in R.C. 3313.642(B), this form must be completed and marked YES before the Chromebook will be issued for **home** use.

Premium

The total premium cost is \$40 per school year. Partial semesters are not refundable. It is agreed and understood that:

- The Lincolnview High School Chromebook Protection Fund will offer coverage to all students.
- Participation is totally voluntary. If a student does not participate, he or she will not be allowed to take his or her Chromebook off of school property, but still have access throughout the school day.
- A separate application will be needed for each Chromebook covered.
- There will be a \$100 family maximum premium

A student with a damaged Chromebook will be given a replacement during the time needed for repair, but will not be allowed to take the replacement Chromebook home.

Coverage and Benefit

This agreement covers the Chromebook loaned to the student against all damage or loss over \$50. Accessories (backpack and charger) and damages valued at less than \$50 are NOT covered and are the sole responsibility of the student. Coverage is 24 hours per day. If a Chromebook is accidentally damaged throughout the coverage period, a replacement Chromebook will be given. If a student's Chromebook is accidentally damaged a second time, the parent must pay an additional \$40 to provide coverage for the Chromebook for the balance of the school year (in addition to the initial \$40 or \$100 premium)

Negligent damage is the sole responsibility of the student and parent. The Technology Department will determine if the damages were accidental or due to negligence.

Term of Coverage

This coverage is effective from the date this required form and premium payment are received by the school through the date when the Chromebook is required to be returned in good order to the school.

The Chromebook Protection Fund provides protection for the Chromebook device only.

****Please sign and return** the following signature page verifying that you have read and understand the Chromebook Protection

Chromebook Protection Fund Signature Page

Name of Student

Grade

Address

Home Phone Number

_____ YES, I would like to participate in the Chromebook Initiative Fund.

_____ NO, I decline service at this time, and understand I am responsible for 100% of any damage or loss to the loaned Chromebook and that the Chromebook will remain in school. The student will only have access to the Chromebook during school hours, including supervised extended hours.

Parent (Guardian) Signature

Date