

Chromebook Loan Agreement

Our students live in a digital world, altered by ever-changing technology. Whether they are described as "Digital Natives" or "21st Century Learners", we, as educators are well aware that students today are very different from past years. This generation of 21st Century Learners can absorb a great deal of information at super-charged speed whether it is transmitted via a cell phone, television, the Internet, or MP3 player. Digital students are masters of varying types of technology. These students are always connected with their peers and the world through technology.

One Chromebook and charger are being lent to the Student and are 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 Defiance City Schools and is herewith lent 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 their right to use the Chromebook. The equipment will be returned when requested by Defiance City Schools, or sooner, if the student withdraws from Defiance City Schools 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 Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or 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 up on 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 user accounts on the Chromebook or on any school owned computer.

The Defiance City 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 contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email 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.

Student agrees to use best efforts to ensure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition repair upon request by Defiance Middle/High School.

Parent Responsibilities

Your son/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:

- I will supervise my child's use of the Chromebook at home
- I will discuss our family's values and expectations regarding the use of the Internet and email at home
- I will supervise my child's use of the Internet and email
- I will not attempt to repair the Chromebook, nor will I attempt clean it with anything other than a soft, dry cloth

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- 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
 - Failure to bring the Chromebook to school will result in losing take home privileges for one week
- I agree to make sure that the Chromebook is returned to school when requested and upon my child's withdrawal from Defiance City 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 follow responsibilities:

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Defiance City Schools, especially the Student Code of Conduct and Acceptable Use Policy, 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
- 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 remove, deface or alter any of the identifying tags, serial numbers or inventory numbers that have been placed on the device
- I will not load any software onto the Chromebook
- I will not use my Chromebook with personal email accounts
- I will not remove programs or files from the Chromebook
- I will not give personal information when using the Chromebook
- I will bring the Chromebook, charged, to school every day; failure to do so will result in disciplinary action
 - On the first (1st) offense I will receive a warning
 - On the second (2nd) offense I will receive a warning
 - On the third (3rd) offense I will lose the right to take the Chromebook home for one week
 - On the fourth (4th) offense I will lose the right to take the chromebook home for one week and receive a one hour after school detention
 - On the fifth (5th) offense I will lose the right to take the chromebook home for the remainder of the semester and I will receive a one hour after school detention
- I agree that email (or any other computer communication) should be used only for appropriate legitimate, and responsible communication
- 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 and charger when requested and upon my withdrawal from Defiance City Schools

Student Network and Internet Acceptable Use and Safety Agreement

1. Users may access a computer, portable device, or network account only by using their own assigned network username/password. Personally owned devices are allowed on the network only with approval from administration and/or technology staff.
2. Users are responsible for their behavior and communication on the computer/network. Users may not access the network or school property to engage in transmission, receiving, or possession of obscene materials or pornography of any kind. Users may not send or receive emails that contain inappropriate or obscene comments, suggestions, or language.
3. Users may not intentionally seek information or modify files, data, or passwords belonging to other users, or misrepresent other users on the computer/network.
4. Users may not access the network or school property to engage in illegal activities such as software pirating, peer to peer file sharing, and/or intellectual property violations. Rules against cheating and plagiarism will be enforced.

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5. Software may be installed on school devices only with the consent of the administration and/or director of technology.
6. Users may not access the network or school property to engage in "hacking", defined as malicious use of the network or school property to develop programs intended to infiltrate a computer or computer system to cause damage to the computing system or network. Users may not access the network or school property to disrupt its use by others.
7. Users will not disseminate any personal identification or information regarding minors.
8. Users may not bypass or attempt to bypass the district's technology protection measures. Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.
9. Transmission of any material in violation of any state, federal law, or regulation or board policy is prohibited.
10. Any use of the network or school property for commercial purposes is prohibited.
11. 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.
12. While on the school network, unauthorized use of chat clients, social networking sites, and personal web-based email are prohibited.
13. Privacy in communications over the internet and the school network is not guaranteed. The school reserves the right to inspect any directories, files, and/or messages residing on or sent using the school network or property.
14. Users and/or parents will indemnify and hold the district harmless from any financial losses or legal ramifications sustained due to misuse of the network or school property.
15. Unauthorized use of games, videos, movies, while on the network or using school property is prohibited.
16. When using the network or school computers students (specifically) must follow the directions of school teachers/staff and adhere to school policies. It shall be the responsibility of all members of the staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Failure to adhere to network policies and rules may subject users to warnings, usage restrictions, disciplinary actions, or legal proceedings.

Defiance City Schools Acceptable Use Policy Signature Page

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, child pornography or 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/guardian** of this student, I have read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors. However, I recognize that it is

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impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communication to my child guidance concerning his/her acceptable use of the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web site hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

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

I have read and agree to abide by the Student Network and Internet Acceptable Use and Safety Policy and Guidelines. 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.

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

By signing this form, I acknowledging that my son/daughter(s) will adhere to the following:

1. 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.
2. I have read and understand the responsibilities of my child's use of the school owned equipment.

Parent / Guardian's Signature

Date

An electronic version of this form can be signed on the Defiance City Schools web page:

<http://www.defiancecityschools.org/aupchromebook.aspx>

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Technology 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 in your care. This form must be completed and marked YES or NO before the Chromebook will be provided to the student.

Coverage and Benefit

This agreement covers the Chromebook loaned to the student against all incidental damage or loss over \$25.00. Accessories and damages valued at less the \$25.00 are NOT covered and are the sole responsibility of the student. Coverage is 24 hours per day. **NEGLECT IS NOT COVERED.**

Effective and Expiration

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

Premium

- The total premium cost is \$25 per school year. Partial semesters are not refundable.
- It is agreed and understood that:
 - The insurance premium covers one (1) accident per school year. If the student device is damaged more than one (1) time the student is responsible for the replacement cost of the device.
 - The Defiance City Schools Technology Protection Fund will offer coverage to all students,
 - Participation is totally voluntary. If a student does not participate they will not be allowed to take their Chromebook off school property,
 - A separate application will be needed for each Chromebook covered.
 - It will be the responsibility of the Technology Department to determine if damages were due to negligence or accidental. A student with a damaged Chromebook will be given a replacement, but will not be allowed to take the Chromebook home.
 - If you choose not to participate in the Protection Program the Chromebook will remain in the building each day after dismissal.

Student Last Name:	
Student First Name:	
Address:	
Home Phone:	
YES I would like to participate in the Damage/Loss Cooperative:	
NO, I decline service at this time. I understand that I am responsible for 100% of any damage or loss to the loaned Chromebook and that the Chromebook will remain at school. The student will only have access to the Chromebook during school hours, including supervised extended hours:	
Parent Signature:	
Date:	

An electronic version of this form can be signed on the Defiance City Schools web page:
<http://www.defiancecityschools.org/aupchromebook.aspx>