



# Gosnell School District

## Chromebook Procedures, Guidelines & Agreement

The Gosnell School District will continue a Chromebook one-to-one initiative this school year by providing devices for grades K through 12. The following are the procedures and guidelines for Chromebook use as well as an agreement that must be completed and signed by both the student and the parent/guardian before the student can be issued a device.

**SPECIAL NOTE:** *The Gosnell School District retains sole right of possession of all school technology, including Chromebooks. Students and their parents/guardians are reminded that use of School Technology is a privilege, and not a right, and that everything done on any School owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of School Technology may result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action as stated in the Gosnell School District Official Student Handbook.*

**Students in grades K-12 will be issued a Chromebook after the following conditions are met.**

1. Parent/guardian and student must sign and return the Parent-Student Statement of Responsibility from the *Gosnell School District Official Student Handbook*.
2. Parent/guardian and student must sign and return the “Student Electronic Device and Internet Use Agreement” and agree to follow the “Internet Safety and Electronic Device Use Policy (4.29) as found in the *Gosnell School District Official Student Handbook*.
3. Parent/guardian and student must sign and return this agreement indicating that they have read and understand the procedures and guidelines set forth in the agreement.

### **Procedures, Responsibilities, Care & Repair**

1. A specific Chromebook will be assigned to each student, and its serial number will be recorded in a database with the name and/or ID number of the student.
2. The device can be located electronically and the identity of any unauthorized users will be recorded whenever they attempt to use the device.
3. Chromebooks assigned to students in grades 3-8 will remain with the student throughout the school day but must be returned to their home room for overnight storage and charging. Students in grades 9-12 will be allowed to take their Chromebooks home and are responsible for charging them and bringing them for class the next day.
4. Students will be reassigned the same Chromebook while enrolled at the district until it needs to be replaced.
5. Students who withdraw during the school year must return their Chromebook and charger to their home room teacher or to the principal’s office on their last day of school.
6. Students are responsible for keeping up with and taking care of the Chromebook.
7. Students in grades 3-8 may be given special permission by their teacher to take their assigned Chromebook home in order to complete make-up assignments.
8. Students should use only their assigned Chromebook and never loan it or its power cord to others for any reason.

9. No apps, extensions, or updates should be installed on the Chromebook without permission from the student's teacher or the district's technology administration.
10. The Chromebooks must never be left unsupervised in unsecured locations at school, school activities, home, or any other location.
11. Lost or stolen Chromebooks must be reported immediately to their teacher who in turn must report it to the district technology administrator.
12. If the Chromebook is lost, stolen, or in need of repair due to student negligence as defined in these guidelines, the student or parent/guardian will be responsible for the cost of replacement or repair.
13. School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.
14. Students who need to have their Chromebook repaired or replaced should leave the device with their home room teacher. Their home room teacher will document the issue for the Technology Department who will collect the device for repair.
15. If available, loaner Chromebooks may be assigned to students when they leave their school-issued Chromebook for repair.
16. Chromebooks on loan to students having their devices repaired should be treated as their assigned Chromebook.
17. Any failure of a student to appropriately account for their assigned Chromebook will result in a report being filed with the Gosnell Police Department to initiate an investigation into the loss of the device.

#### **General Precautions with Chromebook Use**

1. No food or drink should be next to Chromebooks.
2. Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
3. Chromebooks should not be used or stored near pets.
4. Chromebooks must remain free of any writing, drawing, stickers, and labels.
5. Heavy objects should never be placed on top of Chromebooks.
6. Chromebooks should never be stored in a vehicle.
7. Always transport Chromebooks with care and with the screen closed.
8. If available, use the built-in strap to carry the Chromebook. Never lift Chromebooks by the screen
9. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light.
10. Do not put pressure on the top of a Chromebook when it is closed.
11. Do not store a Chromebook with the screen open.
12. Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
13. Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

#### **Negligence is defined as:**

1. Intentional damage.
2. Loaning the Chromebook or its charger to another person
3. Damage caused by failure to follow the general precautions listed above.
4. Leaving a Chromebook unattended.
5. Leaving a Chromebook unsecured.
6. Exposing a Chromebook to unacceptable conditions such as exposure to any liquid or moisture of any kind, rain, extreme heat, or extreme cold.

## Gosnell School Chromebook Agreement

**By signing this agreement, the student and parent/guardian agree to follow and accept:**

- The Student Computer and Internet Use Policies found in the *Gosnell School District Official Student Handbook*
- This Chromebook Agreement in its entirety
- The Website and Social Media Guidelines (below)
- That Gosnell School District owns the Chromebook, software, and issued peripherals
- If the student ceases to be enrolled in Gosnell School District, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the device or missing components.
- In no event shall Gosnell School District be held liable to any claim of damage, negligence, or breach of duty.

### Part One

**Website & Social Media Guidelines – *parents, please read each one with your child and initial.***

**Think before you act because your virtual actions are real and permanent!**

Student Initials	Guidelines	Parent Initials
	Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.	
	Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.	
	Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.	
	Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.	
	Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.	
	Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image.	
	How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.	
	Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.	
	If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.	

**Part Two**

**Student / Parent Information and Signatures (PLEASE PRINT information & sign name)**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Email: \_\_\_\_\_

Parent Best Contact Phone Number: \_\_\_\_\_

**PLEASE COMPLETE BOTH PAGES OF THIS AGREEMENT AND RETURN TO THE SCHOOL OFFICE IN ORDER TO RECEIVE A CHROMEBOOK.**