



## **Pacheco Union School District Chromebook User Agreement**

### Chromebook Program

The focus of the Chromebook program at Pacheco Union School District (PUSD) is to provide tools and resources to the 21<sup>st</sup> century learner so students may maximize learning by fully integrating relevant technology into the academic arena. Students will acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment.

Excellence in education requires that technology is seamlessly integrated throughout the educational program. Increasing access to technology is essential for that future, and one of the key learning tools today for the 21<sup>st</sup> century learner is the Chromebook. The individual use of Chromebooks is a way to empower students to maximize their full potential, personalize learning and to prepare them for college and career. At all times, students will be expected to use their Chromebooks respectfully, maturely, and professionally.

Learning results from the continuous dynamic interaction among students, educators, parents, and the extended community. Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anywhere.

The policies, procedures, and information laid out within this document apply to all Chromebooks used at PUSD, and extend to include any other technological device considered by the District to come under this policy. Teachers may set additional requirements for use in the classroom, and it is each student's responsibility to familiarize themselves with each teacher's specific classroom policies.

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## Using Your Chromebook at School

Pacheco Union School District retains sole right of possession of the Chromebooks and related equipment. The Chromebooks will be issued to students according to the guidelines set forth in this document. The classroom teacher, school administration, or district employee retains the right to collect and/or inspect the Chromebooks at any time and to alter, add, or delete installed software or hardware. Usage is a privilege, not a right.

Chromebooks are intended for use at school each day. Chromebooks may be used in the classroom as well as to check school messages, announcements, calendars, schedules, and grade books.

Students who have a “Chromebook Take Home Agreement” are responsible for bringing their Chromebook fully charged to class every day.

Any Chromebook use in the classroom is at the discretion of the teacher.

### Chromebooks Left at Home

If students leave their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present. Leaving their Chromebook at home is not an acceptable excuse for not having homework, projects, etc. turned in on time. If a student repeatedly (three or more times) leaves their Chromebook at home, they may have to turn in their Chromebook and lose their Chromebook take home privileges.

### Chromebook Undergoing Repair

Students with Chromebooks undergoing repair are still responsible for preparing for class and completing all assignments. If a student has a Chromebook in for repair, it is the student’s responsibility to inform their teachers of any issues due to the lack of having their Chromebook.

In the event that the Chromebook is inoperable, PUSD has a limited number of spare Chromebooks for use while the Chromebook is repaired or replaced. This agreement remains in effect for the replacement Chromebook. If a student forgets to bring their Chromebook or power charger to school, a replacement will **not** be provided.

### Charging Your Chromebook

Chromebooks must be brought to school each day fully charged. Students are expected to charge their Chromebooks every evening. The teacher reserves full discretion if a student comes to class in need of charging their Chromebook. In the case that a Chromebook battery no longer has charging ability, the student must inform the teacher of their need to sit in a seat that allows them to plug the Chromebook in for the entire class period. It is up to the teacher to determine if the student will be allowed to move to a “charging” seat.

### Background Photos/Customization

Students are permitted not to customize their assigned Chromebook (i.e. wallpaper, favorites, and background). The student may also not customize their Chromebook case with items such as stickers.

Students may not remove any part(s) of the District assign Chromebook case or replace the District assign case with any personal Chromebook case.

Inappropriate media and/or photos may not be used as backgrounds. Presence or suggestion of inappropriate, illegal, and/or immoral language, and/or behaviors which include, but are not limited to: alcohol, drugs, weapons, pornographic materials, and/or gang related symbols or pictures will result in disciplinary actions. Disciplinary consequences include, but are not limited to: warnings, parent phone class and/or meetings, detentions, loss of Chromebook privileges, suspension, and/or SARB and/or expulsion.

Though a student may keep their Chromebook secure through the use of a password, the school reserves the right to search any Chromebook. If something is in question in regards to Chromebook usage and its contents, a student will be required to tell the teacher and/or administration their personal password so that the school may search his or her Chromebook. Schools abide by reasonable suspicion per education code.

### Sounds, Music, Media, and Programs

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

The student shall not install Apps nor use non-educational games and programs during class periods. If a student is found to be using a non-educational app or using the Internet for non-educational purpose, they may be warned by the teacher, have their Chromebook taken away, and/or sent to administration to determine if there is suspension, loss of Chromebook privileges, parent phone calls and/or meetings, and/or SARB/expulsion.

Students may not stream videos or music while using their Chromebooks at school as it slows down the network, unless otherwise instructed by their teacher.

### Printing

To minimize costs, printing at school should be kept to a minimum. Whenever possible, students should turn in work digitally via email, shared cloud storage, or a learning management system (LMS). Instruction on printing methods (printing or electronic turning in of assignments) will be provided by the respective teacher.

### Appropriate Use in the Classroom

Students are expected to use their Chromebooks appropriately and for educational purposes at all times. Should a student not use their Chromebook appropriately, he or she will be subject to disciplinary consequences which include, but are not limited to: warnings, detentions, cuts, suspensions, loss of Chromebook privileges, parent phone calls and/or meetings, and or expulsion. (See Mobile Device Discipline Matrix.)

- Students may not use their Chromebook calculators during quizzes or tests unless instructed by the teacher
- Students may not use notes on their Chromebooks during open note tests and quizzes unless instructed by the teacher
- Students may not take pictures or record any other students or teachers unknowingly
- Students may not take pictures during class time unless otherwise instructed by their teacher
- Students may not play on the Internet or on apps during class time, unless instructed by the teacher

## Damage or Loss of Equipment

Report any damage to a Chromebook or loss of a Chromebook to your classroom teacher. The teacher will determine the necessary action. If a Chromebook is damaged, PUSD will work with the student and the manufacturer to determine if it is a warranty covered issue.

The warranty covers manufacturer's defects. The manufacturer warranty does not cover loss, negligence, and abuse. For example, throwing the Chromebook or using the Chromebook as an umbrella would be considered examples of neglect and abuse. If a Chromebook is lost or damaged by neglect or abuse, it is the family's financial responsibility to pay for repairs and/or replacement of the Chromebook and its accessories.

Students may not remove any part(s) of the District assign Chromebook case or replace the District assign case with any personal Chromebook case. Damaged cases may be replaced at no cost to the student if PUSD determined that it is due to normal wear and tear. If PUSD is unable to determine or suspect negligence or abuse, the student may be charge for a replacement.

### Student/Parent Financial Commitment/Cost

The Chromebook, protective case, power cord, and maintenance are provided to the student through State, District, and Federal funds at no cost to the student. Non-warranty damage issues requiring repair will be charged to the student's family.

#### Estimated Cost

- Chromebook Replacement: \$180-300
- Screen Repair/Keyboard \$50-160
- Case: \$20
- Charger: \$20-50

### Optional Insurance

To minimize risk of financial liability students and their families may elect to purchase **optional insurance** for their District issued Chromebooks. One company that offers Chromebook insurance is Worth Ave. Group. The District is not directly affiliated with this company.

The insurance will protect the Chromebook against: Accidental damage (drops/spills), theft, vandalism, fire, flood, natural disasters and power surge due to lightning strikes.

This Chromebook policy will provide replacement cost coverage and protect the Chromebook worldwide (on and off school grounds). Online enrollment can be performed at <https://gpo.worthavegroup.com> .

To enroll by phone

call 1 (800) 620-3307 8:00 am-5:00 pm

Monday - Friday CST (6:00 am - 3:00 pm PST).

Though the insurance protects the Chromebook, there may be an additional fee accessed by the District for the Chromebook case and charger depending on its condition.

# Managing Your Files and Saving Your Work

## Saving Your Work

Students are strongly encouraged to save all work to their Google Drive account.

Students have the option of saving their work directly to their Chromebooks. Though storage space is available on the Chromebook, it is limited and is not backed up. Anything saved to the Chromebook could be lost if the Chromebook is damaged and has to be restored or repaired.

## Backing-Up Work

Backing up files is highly recommended as it is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. It is recommended that students back up their work to a cloud-based storage (Google Drive) or by emailing themselves their documents. Chromebook malfunctions are not an acceptable excuse for not submitting work and/or being unprepared for class.

## Network Connectivity

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

Students should always come to school prepared for all their classes with all due homework and projects printed out. If a student's printer does not work at home, they should email their teacher the assignments the night before or morning of in anticipation that the school network may be down.

# Applications on Chromebooks

## Applications

Students are expected to come to class prepared with all necessary apps already stored on their Chromebook.

## Re-loading Applications

If technical difficulties occur, Chromebooks may need to be restored. Students may not use Chromebook malfunction and loss of applications or documents due to reformatting as an excuse in the classroom.

## Acceptable Use

Technology and Internet use at PUSD, whether on a student-operated Chromebook or a school computer, is to be used for educational purposes that serve the school's mission.

It is expected that all students will use the Chromebooks respectfully and for the sole purpose of deepening and enriching their education experiences. The use of Chromebooks in the classroom is a privilege, not a right.

The following Chromebook Acceptable Use Policy is provided to make all users, including parents, aware of the additional responsibilities associated with efficient, ethical, and lawful use of technology. If a student violates any of the following terms and conditions, they may lose technology privileges and suffer disciplinary consequences.

Disciplinary consequences include but are not limited to: warnings, detentions, cuts, suspensions, and loss of Chromebook privileges, placement of first stage or second stage probation, parent phone calls and/or meetings, and or expulsion. When applicable, law enforcement agencies may be involved.

Unacceptable conduct and/or illegal interaction with the information service are strictly prohibited. This includes, but is not limited to: Cyber-bullying (or anything that can be construed as cyber-bullying), including sending and/or displaying offensive messages and/or pictures, or harassing and violating others.

- Using the network for any illegal activity, including violation of copyright or other contracts
- Vandalizing the data of another user
- Wastefully using finite resources
- Gaining unauthorized access to resources or entities
- Accessing inappropriate material on the Internet
- Using technology capabilities for cheating
- Using technology capabilities for communicating with other students during class
- Disabling or attempting to disable District and school installed software such as Internet filtering, remote management software, and antivirus programs
- Invading the privacy of individuals which includes, but is not limited to, accessing another person's account and/or files, and taking pictures or videos of a student or teacher unknowingly
- Posting personal communications without the author's consent
- Posting anonymous messages
- Use of non-educational social media networks or apps which include, but are not limited to, Facebook, FormSpring, MySpace, Instagram, Vine, Snapchat, Tumblr, and Twitter
- Placing unlawful information on a system
- Using abusive or otherwise objectionable language
- Sending messages that are likely to result in the loss of recipients' work or systems
- Degrading the good name of the District or schools in any technological communication both within and outside of school
- Sending chain letters, broadcast, chats, texts, or instant messages to a list of others
- Use of the information services for commercial activities for profit or product advertising
- Degrading or disrupting equipment or system performance
- Political lobbying
- Any other use which would violate the policies of the Pacheco Union School District concerning proper student conduct

All members of the school community are expected to practice netiquette while using technology. Netiquette is defined as network etiquette and includes the following:

- Politeness
- Use of appropriate language
- Privacy
- Limited disruption

Students are personally responsible for their use of technology as well as for what happens to their personal technology tools. Students are responsible for everything posted on their social media networks regardless of whether or not they posted them as well as for comments they post on other people's accounts.

If a student is found to have a repetitive disciplinary issue due to the use of a specific app, the teacher has the right to delete the app from the student's Chromebook. See the Mobile Device Discipline Matrix for possible consequences for unacceptable conduct.

## Suggestions in Caring for your Chromebook

Students are responsible for the general care of their Chromebook and for any and all damage that might occur. Chromebooks that are broken or fail to work must be turned into your teacher to be evaluated immediately by the District Technology department.

### General Precautions

- Insert cords and cables carefully into Chromebooks in order to prevent damage
- Do not do anything to the Chromebook that will permanently alter or damage it in any way
- Do not remove any serial numbers or identification placed on the Chromebook
- Keep Chromebooks in protective cases provided by PUSD at all times
- Do not leave Chromebooks unattended or in unlocked lockers; know where your Chromebook is at all times

Pacheco Union School District is not responsible for the loss of a Chromebook. Students should keep their Chromebooks in possession at all times. If a student thinks a Chromebook was stolen, they must report it immediately to a teacher or an administrator.

Do not let anyone, including other family members/relatives or friends, use your Chromebook excluding parental monitoring of the device.

### Screen Care

- Do not place books or heavy objects on your Chromebook
- Do not place any objects in between your Chromebook
- Keep food and drinks away from your Chromebook
- Do not place anything in the carrying case that will apply pressure to the Chromebook
- Only use a clean, soft, dry anti-static cloth to clean the screen; do not use cleansers of any kind
- Do not place stickers or adhesives of any kind on the Chromebook
- Do not write or draw on the Chromebook

## Personal Health and Safety

- Avoid extended use of the Chromebook
- Take frequent breaks when using the Chromebook for long periods of time
- Look away from the Chromebook approximately every fifteen minutes
- Do not provide personal information to anyone over the Internet
- Do not share passwords with anyone

## Restricted Use

Students placed on restrictive use will be allowed to use a Chromebook only on the school's campus during days of regular instruction. Students must retrieve a Chromebook provided in a core classroom prior to the start of regular instruction and return it at the end of each instructional day.

Students who violate one or more of the conditions below may, at the Principal's or District's discretion, be placed on Restricted Use until the student's Principal determines that the student has satisfied the conditions for non-restrictive use as specified by the Principal. Reason for placing a student on "Restrictive Use" include, but are not limited to, the following:

- Excessive damage
- Excessive loss
- Non-acceptance of user agreements
- Excessive interruptions in service due to repair of local modifications
- Violation of Board of Education Policies and/or Administrative regulations (Chromebooks are considered Instructional Materials and subject to damaged or lost Instructional Materials guidelines found in PUSD's Board Policy)
- Violation of PUSD Responsible Use Agreement
- Inappropriate, defamatory, inaccurate, abusive, obscene, profane, or illegal material found on Chromebook
- Violating Standards for Personal Chromebook Care
- Repeated failure to bring to class daily/failure to bring charged
- Excessive class tardiness or absenteeism

## Education Code

(b) (1) Any school district or private school whose real or personal property has been willfully cut, defaced, or otherwise injured, or whose property is loaned to a pupil and willfully not returned upon demand of an employee of the school district or private school authorized to make the demand may, after affording the pupil his or her due process rights, withhold the grades, diploma, and transcripts of the pupil responsible for the damage until the pupil or the pupil's parent or guardian has paid for the damages thereto, as provided in subdivision (a).

(2) The school district or private school shall notify the parent or guardian of the pupil in writing of the pupil's alleged misconduct before withholding the pupil's grades, diploma, or transcripts pursuant to this subdivision. When the minor and parent are unable to pay for the damages, or to return the property, the school district or private school shall provide a program of voluntary work for the minor in lieu of the payment of monetary damages. Upon completion of the voluntary work, the grades, diploma, and transcripts of the pupil shall be released.

<https://4.files.edl.io/eb9f/03/17/20/022903-e8ec5388-1209-41a3-88f2-22be8724d50d.pdf>

# Mobile Device Discipline Matrix

## Level 1: Minor Offenses

1. Improper care or misuse of device/applications.
2. Installing “banned” and inappropriate apps/games, wallpapers, etc.
  - Replacing Chromebook case with a less protective case and/or not using District assigned Chromebook case/cover.
  - Damage to the device or device accessories (may be escalated to Level 3, if determined by I.T. and Administration).
  - Use of non-educational social media networks or apps, those which are prohibited, and include, but are not limited to, Facebook, KeeK, Kik, MySpace, TextPlus, Instagram, Vine, Twitter, Snapchat, ChatRoulette, WhatsApp, or VPN/RDP apps.
  - Sending chain letters, broadcast, chats, texts, or instant messages to a list of others.
  - Slander, libel, political lobbying, commercial activities, and advertising.
  - Any other use which would violate the policies of the Pacheco Union School District concerning proper student conduct.

### Possible consequences:

- Loss of take-home privileges for 1-3 weeks.
- Removal of specific apps/programs and/or apply additional device restrictions as determined by I.T. and Administration.
- Amends/reparation specific to offense.

## Level 2: Moderate Offenses

1. Removing/changing school email, settings, configurations, or account information.
2. Uninstalling profiles, rooting, resetting/wiping device, deleting any other district-installed apps.
  - Disabling or attempting to disable District and school installed applications/profiles such as Internet filtering, remote management software, and antivirus applications.
  - Using the network for any illegal activity, including violation of copyright or other contracts.
  - Gaining unauthorized access to resources or entities.
  - Accessing inappropriate material on the Internet within the school day or outside of the school day.
  - Wastefully using finite resources or degrading or disrupting equipment or system performance.
  - Placing unlawful information on a device.

### Possible consequences:

- Loss of take-home privileges for 3-6 weeks, or permanent loss of privileges.
- Removal of specific apps/programs and/or apply additional device restrictions as determined by I.T. and Administration.
- Amends/reparation specific to offense.
- Suspension, in-house/at-home and/or SARB

## Level 3: Major Offenses

1. Violation of Pacheco Union School District Internet user’s policies.
2. Program/device hacking or use of others’ accounts.
3. Intentional misuse/damage of device or device accessories.
  - Intentional damage to the device or device accessories.
  - Vandalizing/hacking/invading the privacy of the account or data of another user.
  - Using technology capabilities for cheating.
  - Taking pictures/videos of a student or teacher without their consent, or inappropriate pictures/videos with or without consent.
  - Posting personal communications without the author’s consent.
  - Posting anonymous messages.
  - Sending messages that are likely to result in the loss of recipients’ work or systems.
  - Degrading the good name of the District or schools in any technological communications both within and outside of school via personal or public communications/postings.

### Possible consequences:

- Loss of take-home privileges 3-6 weeks, or permanent loss of privileges.
- Fee charged to replace proper case/device/accessories.
- Removal of specific apps/programs and/or apply additional device restrictions as determined by I.T. and Administration.
- Amends/reparation specific to offense.
- Suspension, in-house/at-home and/or SARB

# PUSD Student/Parent Chromebook Take Home Agreement

## Student Information

Chromebook ASSET TAG: \_\_\_\_\_

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_ Teacher: \_\_\_\_\_

## Parent/Guardian Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Relation: \_\_\_\_\_

### Parent/Student Initials

\_\_\_\_\_ I agree to comply at all times with Pacheco Union School District's Chromebook and Acceptable Use Policy and Code of Conduct.

\_\_\_\_\_ I understand that any failure to comply with the listed documents may terminate my rights to use a Chromebook at school and put me at risk of disciplinary consequences.

\_\_\_\_\_ I understand that any inappropriate use of my Chromebook will result in disciplinary action.

\_\_\_\_\_ I understand that my Chromebook is subject to inspection at any time without notice and can remain in the possession of PUSD overnight should it be deemed necessary.

\_\_\_\_\_ I agree to maintain my Google account and accept responsibility for any purchases made through it.

\_\_\_\_\_ I understand that I am fully responsible for my Chromebook including any theft and damage.

\_\_\_\_\_ I understand that while at school I may only use my Chromebook for educational purposes; I may not play games or use any social media networks.

\_\_\_\_\_ I understand that it is my duty to have my Chromebook in class every day fully charged in the morning.

\_\_\_\_\_ I understand the importance of backing up all my information.

\_\_\_\_\_ I understand that I must comply with teacher directions at all times and that my teacher has sole Discretion as to what is deemed appropriate during class time.

\_\_\_\_\_ I agree to practice digital citizenship, netiquette, and responsible social networking.

I understand and abide by the above rules and all other policies set forth in Pacheco Union School District's Chromebook and Acceptable Use Policy and Code of Conduct. I further understand that any violation is unethical and may result in disciplinary consequences. Disciplinary consequences include, but are not limited to: warnings, suspension, loss of Chromebook privileges, loss of Chromebook applications, parent phone calls and/or meetings, and/or SARB/expulsion.

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Student's Name (*printed*)

Student's Signature

Date

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Parent's Name (*printed*)

Parent's Signature

Date