



Waimea Elementary School
ChromeBook User Agreement & Responsibility Contract - School Year 2019-2020

**Students may take their Chromebook home to complete school related tasks at the discretion of the classroom teacher.*

Description

Students participating in the Waimea Elementary School Google ChromeBook take-home program will be issued a school-owned ChromeBook. The requirements to receive a ChromeBook include returning this agreement & contract, the Technology Responsible Use Guidelines (RS17-0051, July 2016) document and successful passing scores for the student and parent quizzes.

Your students will be issued a ChromeBook

Expectations for Responsibility and Internet Safety

Students are held to the highest standards of ethics, responsibility, and etiquette in their general internet use and communication and collaboration with others. In addition to the policies outlined in this contract below, all DOE policies must be followed along with any specific class rules. Students and parents/guardians will be held responsible for any violations that occur.

In addition, Waimea Elementary holds students to the highest standards for the care, use, and handling of Waimea-owned equipment. Parents will be responsible for lost, damaged, or misused equipment.

Waimea Elementary is committed to fostering internet safety. While using your school-issued Chromebook, we offer appropriate content filtering on campus. We will also offer information and assistance to families to ensure that Internet safety for students continues at home. On our Waimea Elementary campus you will be connected to the school's local network. Any attempts to defeat or bypass the school network or to modify the Chrome operating system may result in Waimea Elementary administrative disciplinary action. Periodic checks of computer/internet history will happen remotely via security software.

Third Party Applications

As the laptop that you are using is the property of Waimea Elementary, **downloading third party applications is not permitted**. It is the responsibility of the parent to vigilantly monitor a student's online activity. Evidence of unauthorized downloading of applications may result in a recall of the laptop by the school. Waimea Elementary is absolved of all responsibility as it relates to student use/purchase of any and all third party applications that are a result of unauthorized downloading. If the use of a third party application becomes necessary for a class assignment, that application will be downloaded for the student by Waimea Elementary Technology Department.

ChromeBook Charging

ChromeBooks will be charged in the classroom during the school day and will have sufficient charge to complete required assignments at home. Students and parents should be aware of battery percentages and be sure to use battery saving measures when at home.

Guidelines for caring for your laptop

Students are responsible for the ChromeBook they have been issued. If it is damaged or in need of repair, it must be reported immediately to a teacher. If possible (funding is limited), the student will be issued a replacement. Parents will be notified of the damage and any associated cost if needed as soon as possible.

Securing your ChromeBook

Never leave your ChromeBook unattended or unsecured while on or off-campus. Teachers will secure Chromebooks during recess and/or lunch if asked to, and if taking students off campus. Each ChromeBook has several identifying labels. Under no circumstances are you to modify or destroy these labels. This will be considered property damage and appropriate consequences will follow.

Using your ChromeBook

ChromeBooks should only be used in settings that are appropriate for acceptable use.

For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the life and charge of the battery. Dimming the LCD brightness of your screen will also extend the battery run time.

Always close the lid before moving and/or transporting your ChromeBook, taking care not to close the lid on objects inside the laptop. Please be aware that overloading or overstuffing your case/sleeve will damage the ChromeBook. Textbooks, notebooks, binders, or other school supplies should NOT be in the same section of the ChromeBook carrier/bag. Take precaution when placing the case on a flat surface. Never sit or place any object on your ChromeBook.

When using the ChromeBook keep it on a flat, solid surface so that air can circulate. For example, using a ChromeBook while it is directly on a bed or carpet can cause damage due to overheating. Do NOT utilize it on your lap.

Liquids, food and other debris can damage your ChromeBook and/or attract unwanted insects. Avoid eating or drinking while using your ChromeBook. DO NOT keep food, food wrappers or drinks in your ChromeBook carrier/bag.

Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up your Chromebook by the screen or using excessive force when typing. The Chromebooks do not have a touch screen. Please refrain from touching the LCD screen with your fingers or other objects.

Never attempt to repair or reconfigure the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook, nor should you remove any screws; doing so will render the warranty void.

Take care when inserting cords, cables and other removable storage devices to avoid damage to the ChromeBook ports.

Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage.

Do not write, draw, paint or place stickers/labels on your Chromebook. Remember that your Chromebook is ultimately Waimea Elementary School's property.

Cleaning your laptop

Cleaning and maintenance of all ChromeBooks will be done by the Waimea Tech. Dept. Do not attempt to erase your hard drive. However, students are encouraged, and will be taught how to perform simple cleaning procedures as outlined below. Students are encouraged to wash hands frequently when using their ChromeBooks to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

Simple Cleaning Techniques:

1. Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes. Microfiber cloths work the best for the screens. * **Never use liquids** on the laptop screen or keyboard (e.g., Windex or other harmful sprays).

