



STOKES COUNTY SCHOOLS: ELEMENTARY CHROMEBOOK AGREEMENT

STUDENT/PARENT CHROMEBOOK HANDBOOK

OVERVIEW/INTRODUCTION

Stokes County Schools (SCS) is committed to educating all children to be productive workers, responsible citizens, and lifelong learners, enabling them to be globally competitive and prepared for life. The loan/borrowing of a Chromebook will provide an equitable opportunity for **all** students during this difficult time. Understanding of and adhering to the following policies and procedures is necessary for the success and safety of our students.

DEPLOYMENT

Each school will distribute based on the needs determined from the survey results. The **parent/guardian must sign the agreement and take responsibility** in order for the student to be issued a school-owned Chromebook.

TERMS OF DEVICE LOAN

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Legal title to the property (Chromebook) is with Stokes County Schools. A student's right of possession and use is limited to and conditioned upon full and complete compliance with these board policies (policy manual is available online at www.stokes.k12.nc.us):

- 3220 – Technology in the Educational Program.
- 3225/4312/7320 – Technology Acceptable Use.
- 3226/4205 – Internet Safety.
- 3227/7322 – Webpage Development.

Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines.

A student's possession of the device terminates no later than the last day of the school year unless there is a reason for earlier termination by the District (e.g., drop-out, expulsion and transfer to another school). The school will announce a return date for Chromebooks.

THEFT

The student or parent/guardian is required to immediately file a police report in all cases of stolen devices. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report. The district will send a report of all model, asset and serial numbers of student devices to local pawn shops and law enforcement agencies to assist in the event of loss or theft.

In case of theft, a \$50 deductible will be due to the school district.

DAMAGE OR LOSS

The student's parent/guardian shall be responsible for compensating the school district for any losses, costs or damages. **The parent/guardian is liable for replacement(s) costs resulting from loss, intentional damage and/or neglect as outlined in this document.** Replacement and repair cost(s) will be based on fair market value as described in the table below.

Age of Chromebook	Value
1 year or less	100%
2 years	75%
3 years	50%
4 years	25%

*Purchase price of Chromebooks in 2020 – approximately \$200

LOSS OF PRIVILEGE

SCS reserves the right to reclaim the Chromebook at any time if the student does not fully comply with all terms of this agreement.

APPROPRIATION

Failure to return the property in a timely manner and the continued use of it for non-school related purposes may be considered unlawful appropriation of Stokes County School's property.

GENERAL CARE OF THE CHROMEBOOK

Parents/guardians/students are responsible for the devices they have been issued. Chromebooks damaged or in need of repair must be reported to the Principal/Media Coordinator as soon as possible. It will be the responsibility of the parent/guardian/student to also notify their teacher(s) of the situation.

Technical support will determine whether the Chromebook can be repaired onsite or if a loaner device should be issued. Loaner devices are also covered by all rules and regulations as outlined in this document.

Guidelines to follow:

- Always close the lid before moving your device.
- For prolonged periods of inactivity, you should shut down completely before closing the lid. This will help to conserve the battery.
- When using the device, keep it on a flat, solid surface so that air can circulate. For example, using a device while it is directly on a bed or carpet can cause damage due to overheating.
- Liquids, food and other debris can damage the device. You should avoid eating or drinking while using the Chromebook.

- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. Avoid picking up the Chromebook by the screen or placing your finger directly on the screen with any force. Always make sure nothing is left on the keyboard (like a pen/pencil) before closing the device.
- Allow your battery to completely drain once a month. Dimming the LCD brightness of your screen will extend the battery run time. For help, consult your teacher or media coordinator.
- Never attempt repair or reconfiguration of the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the device. 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. Especially be careful with the power adapter when plugging/unplugging it from the device.
- Do not expose your Chromebook to extreme temperatures. Extreme heat or cold may cause damage to the device.
- Do not write, draw, paint or place stickers/labels on your Chromebook. Remember the devices are the property of Stokes County Schools.
- Keep your device away from magnetic fields, which can erase or corrupt your data. This includes but is not limited to large speakers, amplifiers, transformers, and old style television sets.

CLEANING YOUR CHROMEBOOK

Routine maintenance on Chromebooks will be done by the district technology support team. However, students are encouraged to perform simple cleaning procedures as outlined below:

- Always turn off and disconnect the device from the power outlet before cleaning.
- Never use liquids on the device screen or keyboard.
- Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes.
- Wash hands frequently when using the device to avoid buildup on the touch pad. (Grease and dirt can cause the cursor to jump around on the screen.)
- Clean the touch pad with lightly dampened cloth.

GENERAL SECURITY

Never leave your device unattended or unsecured. Chromebooks should be secured in a safe place.

You are still expected to maintain the security of your Chromebook. Each Chromebook has several identifying labels/markings (e.g., SCS asset number, serial number, and school-specific tag coded to student name). Under no circumstances are you to modify or destroy these labels/markings.

GENERAL USE OF THE CHROMEBOOK

- Students will get their work from Google Classroom, Canvas, or Classroom Dojo.
- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of files could result in a computer failure, will interfere with your ability to complete class work and could result in disciplinary action.

- Do not install any apps or make changes to the configuration. Ask the teacher if additional software is needed.
- Student Chromebooks will be subject to routine monitoring by teachers, administrators, and technology staff.
- Students will provide access to any mobile device and/or accessories that they have been assigned upon the district's or school's request. An individual search of the Chromebook and other stored student files may be conducted if there is suspicion that policies or guidelines have been violated.
- All student files will be saved to Google Drive.
- Shutdown nightly. Updates are applied and apps may be pushed out as well.

MONITORING

The Google Drive, email, calendar, & chat shall **not** be considered confidential and is monitored to ensure appropriate use.

Students will abide by all Stokes County Schools guidelines as outlined in the SCS Board Policies.

VIRUS PROTECTION

Chromebooks have built in anti-virus protection that updates automatically along with the operating system. Do not remove or add any virus protection software.

INTERNET ACCESS/FILTERING

As required by the Children's Internet Protection Act, a current filtering solution (Zscaler) is maintained by the district for school and home use on the Chromebooks. The district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. SCS will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk.

SCS will not serve as the Internet service provider for home use. However, SCS will provide filtering of the Chromebooks while connecting to the Internet from home. In order for a student to access the Internet, the parent/guardian must contract with an Internet service provider (e.g., Spectrum, RiverStreet, CenturyLink, etc.) and have a wireless access point (i.e. WiFi capabilities).

There are many locations in Stokes County that offer free WiFi. Schools will provide a list of those locations.

LOGIN PROCEDURES

Students will log in on the Chromebooks with their school issued Gmail/email account and password whether at home or school.

DO NOT share passwords. Students are responsible for anything done using their login.

COPYRIGHT

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are examples of types of works protected by copyright. Copying, distributing, downloading, and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law. (See Stokes County Policy 3230/7330.)

INAPPROPRIATE/UNACCEPTABLE USE

INAPPROPRIATE USE:

Includes but not limited to:

- Using proxy sites
- Using computers not assigned to you (Teachers may allow students to look on with another student for instructional purposes only)
- Videoing or taping on school property is not permitted when not related to an assignment and approved by a teacher
- Emailing or chatting during class (when not related to an assignment)
- Gaming

UNACCEPTABLE USE:

Includes but not limited to:

- Pornography (real life or cartoon) Pornography can be a felony offense and if so will be turned over to authorities.
 - ◀ Possession
 - ◀ Manufacturing – using a camera to create pictures/movies
 - ◀ Distributing – sending/sharing with others
- Weapon related files or references with clear intent to cause harm.
- Gang related files
- Bootleg movies or music
- Logging into a computer/application using someone else's login
- Cheating
- Using a computer to plan a fight, cause harm or commit a crime
- Profanity
- Threats and/or cyber bullying

DISCIPLINE CONSEQUENCES WILL BE AS DIRECTED BY THE STOKES COUNTY SCHOOLS' STUDENT AND PARENT HANDBOOK



Stokes County Schools

Elementary Student/Parent Chromebook Agreement



PLEASE PRINT ALL INFORMATION

Student Name:

Last Name	First Name	Middle Name	Grade
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Parent/Guardian Information:

Last Name	First Name	Middle Initial
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Street Address	City	State	Zip
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Home Phone	Work Phone	Cell Phone
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- I HAVE read and understand all the terms of the Student/Parent Chromebook Agreement and I AGREE to allow my student to participate in the SCS.
- I HAVE discussed the Student/Parent Chromebook Handbook and SCS Policies with my student and assure they shall comply with all documented terms. I also ACKNOWLEDGE and UNDERSTAND that my student will have access to the Internet and may be subject to the risks associated with Internet Usage.
- I AGREE to allow my student to take the school-issued Chromebook home. I further AGREE that while at home the computing device will be used as an educational tool.
- I GRANT permission for examples of my student's schoolwork to be published (via Internet and/or other public media) as an extension of classroom studies.
- I GRANT permission for my student to use internet options for class discussion, including but not limited to blogs and wikis.

Terms of Agreement

I hereby agree to the above statements, I also understand that my right to the use and possession of the property terminates the last calendar day of the current school year, unless terminated earlier by the school. I also understand if the property is not returned by the last day of classes, it will be considered stolen.

Parent/Guardian Signature

Student Signature

Date

BELOW SECTION - TO BE COMPLETED WHEN STUDENT IS ISSUED A CHROMEBOOK

SCS Asset ID: _____
 (The above is a matching number found on the Chromebook, charger and case.)

Service Tag and/or Serial #: _____

Receipt #: _____ Homeroom: _____

Date: _____ Student Initials: _____