

Scituate School Department Chromebook Agreement

The Scituate School Department (herein after referred to as SSD) initiated a program to loan, overtime, each student that is actively enrolled in grades six through twelve, a Chromebook laptop computer, including an AC adapter. The Chromebook is provided by the SSD for educational use by students at school and at home.

Students and their parents/guardians are reminded that use of SSD technology tools, resources, and services will be subject to all technology policies which can be found on the SSD's website. To understand the expectations of the SSD, students and their parents/guardians are responsible for reviewing all technology policies.

Students and their parents/guardians should be aware that the use of SSD technology tools, resources, and services is subject to reasonable and appropriate monitoring by the SSD and school administration in accordance with the requirements of all applicable federal and state laws.

Ownership of the Chromebook and Related Peripherals

The SSD retains sole right of possession of the Chromebook and related peripherals. The Chromebooks are lent to the students for educational purposes for the academic year. Moreover, the SSD's administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, and to alter, add or delete installed software or hardware. Whenever possible, students will be issued the same Chromebook that they turned in during the June collection.

Student Privacy

Students shall have no expectation of confidentiality or privacy with respect to any usage of a SSD-owned Chromebook, regardless of whether that use is for SSD-related or personal purposes, other than as specifically provided by law. In order to comply with the Children's Internet Protection Act (CIPA), the SSD shall filter student internet access when using the Chromebook. Internet filtering shall be in place both when the Chromebook is being used in school, as well as when it is being used away from the SSD's network.

The SSD may, without prior notice or consent, log, monitor and supervise use of SSD-owned Chromebooks at any time when there is reason to believe that the student has engaged in school-related misconduct or when there are technical difficulties with the device. By using a SSD-owned Chromebook, students agree to such logging, monitoring, and supervision of their use.

The SSD shall not make use of the camera or microphone on a SSD-owned or issued device for remote monitoring or data collection purposes at any time. The SSD shall not make use of classroom management or screen monitoring software when SSD-owned or issued devices are used away from the SSD's network.

Responsibility for the Chromebook and Related Peripherals

Students are solely responsible for the Chromebook and peripherals assigned to them and shall adhere to the following terms and conditions:

- Students shall be actively enrolled in the SSD.
- Students shall comply with the Internet Filtering and Responsible Use of Technology Resources and Instruction Policies when using the Chromebook.
- Students shall bring their Chromebooks to school every day and make sure it is fully charged (Note, a fully charged Chromebook should last the length of a school day). Disciplinary action may result for repeated failure to bring a fully charged Chromebook to school. If the Chromebook is missing from school for an extended period of time, the Chromebook shall be considered stolen and a police report may be filed.
- The student shall be the exclusive user of this device and shall not grant access to any other individual.
- Students shall sign into the Chromebook using their SSD assigned G-Suite account.
- Students shall treat their device with care and never leave it in an unsecured location.
- Students shall not remove or interfere with the serial number and other identification tags on the Chromebook.
- Students shall not attempt to disassemble, remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may personalize the Chromebook with removable stickers, shells, or skins. A cleaning fee will be assessed if personalization is not completely removed before the device is returned (it is okay to leave personalization on the Chromebook if the student will be returning in the Fall).
- Students shall not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the SSD.
- Students shall keep the device issued to them clean and shall not touch the screen with anything (e.g., finger, pen, pencil, etc.) other than approved computer screen cleaners.
- Students shall promptly report any problems (including loss or theft) with their Chromebook to the appropriate building staff.
- Chromebook charging adapters should be used at home and not brought to school.
- Lost or stolen devices may be remotely disabled by the IT staff.
- Chromebooks and peripherals shall be returned in good working order to the SSD at the end of each school year, at the request of the Administration of the SSD, or at the time of transfer or withdrawal from the SSD. Failure to return the computer in good working order shall result in the student/parents/guardian being responsible for the full replacement cost of the computer and peripherals.

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.

3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites; I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private accounts, spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visit sites that are degrading, pornographic, racist or inappropriate.
5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all district approved software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, applications, music, and video. Downloading, sharing, and posting online illegally obtained media is prohibited.

Spare Equipment and Lending

If the Chromebook issued to a student is inoperable, the school has a limited number of spare devices for use while the original Chromebook is repaired or replaced. This agreement shall remain in effect and is applicable to loaner computers. The student shall not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on direction from his/her teacher. Disciplinary action may result for repeated failure to bring a fully charged Chromebook to school.

Equipment Damage and Repair

The SSD shall repair or replace damaged equipment and/or peripherals resulting from normal use. The cost of all other breakages, accidental or intentional, shall be the responsibility of the student/parent/guardian. These instances shall be reviewed on a case by case basis by the school principal and Director of Technology. Repairs outside of the manufacturer's warranty shall be the responsibility of the student/parent/guardian. A fee schedule is available on the SSD website. The SSD shall make its best attempt to purchase replacement parts at the best possible price. Optional insurance is available (see the section below).

Loss or Theft

Loss or theft of the device and/or AC adapter is the responsibility of the student/parent/guardian and shall result in the student/parent/guardian being charged the full replacement cost to purchase a new device and/or AC adapter.

Insurance

Optional insurance may be purchased from the RI Interlocal Trust. Information on how to purchase Chromebook insurance may be obtained by calling (401) 647-4100. Some items may be covered by an existing homeowners/renters policy. Please check with your insurance agent about this possibility.

Chromebook Agreement Signature Form

By signing the below, the student and parent/guardian agree to follow and accept:

- The SSD’s Internet Filtering and Responsible Use of Technology Resources and Instruction Policies.
- The SSD’s Chromebook Agreement (this document).
- The SSD owns the Chromebook, software and issued peripherals.
- If the student ceases to be enrolled in the SSD, the student/parents/guardians shall return the Chromebook in good working order or pay the full replacement cost of the computer. In addition, the student must also return the Chromebook AC adapter. If it is not returned, the student/parents/guardians shall pay for the replacement of the Chromebook AC adapter.
- In no event shall the SSD be held liable to any claim of damage, negligence, or breach of duty.

Student Name:	Grade:
Student’s School:	
Student Signature:	Date:
Parent/Guardian Name:	
Parent/Guardian Signature:	Date:

Adopted 8/15/2019

Erika A. McCoenick
Chairperson

8/15/2019
Approval Date