

# Monongalia County Schools

## Student Google Chromebook Agreement

Students in grades 3 - 12 will be issued Google Chromebooks for use at school. At some point, this device will be allowed to go home with the student. This document will provide students and their parents/guardians with information about taking care of the equipment, using it to complete school assignments, and following MCS' policies.

While this *Chromebook will become an integral part of each student's learning experience*, both students and their parents/guardians are reminded that use of technology is a **PRIVILEGE** and not a right. Activities on any device, network, or electronic communication device can and may be monitored by Monongalia County Schools, the West Virginia Department of Education, and/or additional entities. Inappropriate use of the technology will result in disciplinary action. Students and their parents/guardians are responsible for reviewing the Chromebook Agreement and the Acceptable Use Policy.

### **OWNERSHIP of the CHROMEBOOK:**

Monongalia County Schools retains sole ownership of the Chromebooks. The Chromebooks are LOANED to the students while in school for educational purposes for the academic year. MCS administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, and if necessary make changes to, add, or delete installed software or hardware.

### **RESPONSIBILITY for the CHROMEBOOK:**

Students will:

- be solely responsible for the Chromebooks issued to them.
- comply with the Chromebook Agreement, MCS Acceptable Use Policy, and Teacher Instructions
- keep Chromebooks charged.
- treat the device with care and never leave it in an unsecured location.
- promptly report any problems with the Chromebook to the teacher for technical support.
- not remove any labels or tags.
- not attempt to remove or change the keys, screen cover or plastic casing.
- not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by MCS.
- keep the device clean and do not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than computer screen cleaners.



### **RESPONSIBILITY for ELECTRONIC DATA:**

The students are solely responsible for any apps or extensions on the Chromebook that are not installed by MCS or a member of the school staff. Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### **DIGITAL CITIZENSHIP - Respect Yourself, Others and all Property:**

- I will select online names that are appropriate.
- I will consider the appropriateness of the information and images that I post online.
- I will not visit sites that are inappropriate.
- I will ensure that the information, pictures, and materials I post online will not put me or others at risk.
- I will never give out personal information – mine or another person's, including, but not limited to, last names, phone numbers, addresses, exact birthdates, or schedule of my activities.
- I will protect my passwords, accounts, and resources.
- I will tell my teacher right away if I run across inappropriate material that makes me feel uncomfortable.
- I understand that what I post online is not private.
- I will respect others and their property online and offline
- I will not use the Chromebook or any other device to antagonize, bully, harass or stalk other people.
- What is inappropriate in the classroom is inappropriate online.
- I will do my own work.
- I will not use other people's intellectual property (information) without their permission.
- I understand that it is a violation of copyright law to copy and paste other's thoughts without giving them credit. Credible sources such as websites, books, etc. should be cited in my work
- I understand that pictures and music are also be protected under copyright laws.
- I will use and abide by the fair use rules.




- I will request permission to use the software and media others produce and give credit.
- I will use only free and open source alternatives provided by Google apps for education and MCS resources.

### Disciplinary Actions:

The Monongalia County discipline policy (Policy 9-33) will be followed when students violate Acceptable Use Policy and Chromebook Agreement guidelines.

Here are some examples of violations of acceptable use guidelines:

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| <ul style="list-style-type: none"> <li>• Sharing passwords</li> <li>• Plagiarism</li> <li>• Bypassing school security controls</li> <li>• Defacing computers (e.g., stickers, marker, scratching)</li> <li>• Removing labels or tags</li> <li>• Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music)</li> <li>• Commercial or Political use</li> <li>• Accessing chat rooms, bulletin boards, or blogs without teacher/ /administration permission</li> <li>• Failure to Follow Teacher Directives</li> <li>• Failure to be Polite and Courteous</li> <li>• Downloading, posting, or distributing materials that are inappropriate as outlined in the Parent/Student</li> </ul> |  | <p>handbook will result in automatic termination of the student's network/internet privileges.</p> <p>Changing, altering, bypassing, or attempting to bypass any Chromebook security measures including filtered internet sites.</p> <ul style="list-style-type: none"> <li>• Engaging in online activity that threatens, intimidates, bullies, harasses, frightens, discriminates, or defames another person is considered harassment and will have significant consequences per the Parent/Student Handbook.</li> <li>• Intentionally destroying hardware or software.</li> <li>• Engaging in theft.</li> <li>• Engaging in any illegal activity.</li> <li>• Harming or destroying another user's data.</li> </ul> |
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Violations of the acceptable use guidelines may result in one or more of the following, but not limited to these disciplinary actions. And the severity of the violation will also be taken into consideration. Here are some of the actions that can be taken for a violation of the Acceptable Use Policy and/or the Chromebook Agreement:

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|---|---|---|---|
| <ul style="list-style-type: none"> <li>• Chromebook taken</li> <li>• Student/Teacher Conference</li> <li>• Written reminder sent home for parent signature</li> <li>• Parent/Teacher Conference</li> <li>• Parent/Administrator Conference</li> </ul> |  | <ul style="list-style-type: none"> <li>• Restitution (money paid in compensation for theft, loss, or damage)</li> <li>• Loss of Privileges</li> <li>• Suspension</li> <li>• Court Referral/Criminal Charges</li> <li>• Expulsion</li> </ul> |  |
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### SPARE EQUIPMENT and LENDING

If a student's Chromebook is inoperable, the school has a very limited number of spare devices for use while the student's Chromebook is repaired or replaced. The student may not OPT to keep an inoperable Chromebook assigned to them to avoid doing class work. In addition to a few spare Chromebooks, there will be some regular Windows laptops and/or desktops available for class use.

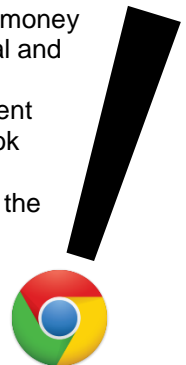
### INSURANCE

This year, we are asking each student to pay \$10. *(If your child receives Free/Reduced lunch this fee is waived – however, the signature page must still be returned.)* (Please make check/money order payable to your child's school and it is nonrefundable. Drop signature page (and check/money order-if applicable) off in the office). This money will help purchase new parts to help the school repair or replace damaged equipment resulting from normal and accidental use. Willfully destroying a Chromebook is not covered by this insurance fee.

(At this time, screens cost around \$50.) Loss or damage of a Chromebook due to intentional or willful student negligence will result in the student being charged the full replacement cost to purchase a new Chromebook (approximately \$190.00).

FYI - Beginning in August of 2017, only the incoming 3<sup>rd</sup> graders at the elementary schools, 6th graders at the middle schools and the incoming 9th graders at the high schools will be asked to pay the insurance – which is good as long as the student stays at that location.

If students transfer to another in-county school – the fee paid does not transfer to the new school, nor does the Chromebook. Student will be expected to have new form completed and pay \$10.



**PLEASE RETAIN THE FRONT PAGES FOR REFERENCE.  
SIGN & RETURN ONLY THE SIGNATURE PAGE.**

**Monongalia County Elementary Schools  
CHROMEBOOK AGREEMENT  
SIGNATURE PAGE**

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

- MCS Acceptable Use Policy (sent home at start of the year)
- MCS Chromebook Agreement (this document)
- Digital Citizenship Guidelines (in this document)
- The Chromebook, software, and accessories are owned by MCS
- In no event shall MCS be held liable to any claim of damage, negligence, or breach of duty.

- ✓ **As a student, I am responsible for using my Chromebook appropriately**
- ✓ **I am responsible for following guidelines for using it safely.**
- ✓ **I understand that I can lose my Chromebook privileges if I misuse, damage or fail to follow the Chromebook Agreement or the Acceptable Use Policy.**
- ✓ **I am responsible for any damages that are not considered accidental.**

Student and parent must complete, sign, and return this page.

PRINT STUDENT NAME: \_\_\_\_\_ STUDENT #: \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

PRINT PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE RETURN THIS PAGE**

(and check/money order if applicable)

**to the office at your school**

