

North Palos School District 117 Chromebook Loan and Acceptable Use Agreement

Introduction

North Palos School District 117 or (NPD117) is committed to increased student achievement and providing students with the technologically enriched experiences that the Common Core and 21st Century learning initiatives demand, therefore students need to have frequent access to technology. To accomplish this, an increase in technology devices is still needed. Understanding and adhering to the following terms, guidelines and procedures is necessary for the success of the program.

Terms of Chromebook Loan

The program and this Agreement will be explained. This [digital presentation](#) is available through the Technology Department page on www.npd117.net.

A. Terms of Loan: NPD117 will issue a Chromebook to students upon:

- Submission of signed Acceptable Use Policy during registration
 - Each 2nd-8th grade student will be issued one of each of the following to take home on a daily basis:
 - Chromebook (registered to the NPD117 Google domain)
 - Chromebook A/C charger
 - Bag* (a portion of remote learners did not receive a bag due to circumstances)

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 described in this Agreement. **NPD117 retains sole right of possession of the Chromebook.** The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, NPD117 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.

B. Maintenance

- NPD117 will provide technical support and maintenance for student Chromebooks during the school day. The student will be required to submit a Help Desk ticket. Typically, work will be started within 24 hours to resolve any issues.

C. Theft, Loss, or Damage

1. The student or parent/guardian is required to file a police report within 48 hours on their own if the Chromebook is lost or damaged as a result of a larceny or any other type of criminal conduct. They are then required to bring a copy of that report to the school office. Once the law enforcement report has been obtained, the student may be eligible for a loaner Chromebook. The parent/guardian is responsible for fair market value of the Chromebook if it is not recovered.
2. If the Chromebook is simply lost, left unattended in classroom, or misplaced, the student or parent/guardian is responsible for reporting the loss to the school office personnel. In this case, the student or parent/guardian is responsible for fair market value of the Chromebook.
3. Damage, neglect, or loss on the part of the student will result in the student or parent/guardian being charged an additional fee. NPD117 will charge for parts only and will not have service charges.

- a. Approximate examples of part fees:
 - i. \$40 Charger
 - ii. \$60 LCD Screen
 - iii. \$40 Keyboard
 - iv. \$35 Chromebook bag
 - v. \$225 Chromebook
4. If the Chromebook is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less. The school administrator may notify law enforcement of the destruction of public property.
5. Repeated damage/neglect of the Chromebook and/or failing to pay fees for repair due to damage/neglect will result in the student becoming a day-only user for at least the remainder of the school year.
6. Repossession: NPD117 reserves the right to repossess the Chromebook at any time if the student or parent does not fully comply with all terms of this Agreement.
7. Modification to the Program: NPD117 reserves the right to modify the project or its terms at any time, to no detrimental financial impact to the Parent/Guardian.
8. Insurance through a third party provider is provided for each device for accidental coverage.

D. Repair/Replacement of Chromebook

1. 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.
2. Student Chromebooks in need of repair must be reported to the building Media Center. If the Chromebook is not operational, a loaner (if available) will be issued. The student will be required to submit a Help Desk ticket. Typically, work will be started within 24 hours to resolve any issues. Technical support is only available during school hours.
3. The NPD117 staff will determine whether the Chromebook is in functioning condition or if a loaner (if available) will be issued. Classroom computers and loaner Chromebooks are also covered by all terms and guidelines in this Agreement.

E. General Use of the Chromebook

1. Students are REQUIRED to bring their Chromebooks to school each day, with a fully charged battery. (Fully charged Chromebooks will last all day.)
2. Students must keep the Chromebook in the protective case when traveling. If a shoulder strap for the case is provided by NPD117, students must utilize it when traveling.
3. Students may receive disciplinary referrals from their teachers for repeatedly refusing to bring the Chromebook to class or repeatedly not charging the Chromebook battery.
4. Chromebook sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
5. Student Chromebooks will be subject to routine monitoring by teachers, administrators and technology staff. Students shall have no expectation of privacy while using NPD117 electronic information resources including the contents of computer files or communications undertaken using the NPD117 computers and/or network. Teachers and/or NPD117 administration may conduct an individual search of a student's computer, files, music, video, e-mail or other related items if there is suspicion that NPD117 policies or guidelines have been violated.
6. Student Google Apps for Education accounts have space for storing educational files. This space should be used for storing files as directed by the teacher. Students are responsible for backing up their data in Google Drive.

7. Avoid using your Chromebook in areas which may lead to damage or theft. Do not use your Chromebook around sporting activities or events. When using the power cord, do not leave the cord in areas that may cause a tripping hazard.
8. Chromebooks are not allowed on overnight trips or field trips without the express written approval of the teacher and the parent/guardian.
9. Under no circumstances will the student install or modify any hardware, software, or peripherals on the Chromebook.
10. Students must not remove or interfere with the serial number and other identification tags.
11. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
12. Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners
13. Do not write, draw, paint, place stickers/labels or otherwise deface your Chromebook or case.

F. Annual Chromebook Return

Chromebooks must be returned to NPD117 before the end of the school year unless otherwise instructed. The same Chromebook will be returned to the student at the start of the following school year. Failure to turn in the Chromebook will result in the student being charged the full replacement cost.

1. Chromebooks must be returned when a student transfers out.
2. Special permission must be granted for summer school or extended school year Chromebook use.
3. This agreement applies to summer school or extended school year Chromebook use.

G. Complete Agreement

This Agreement constitutes the entire agreement and understanding with respect to the terms, guidelines and use of the Chromebooks and related equipment. If any terms of this Agreement are determined to be invalid, illegal or unenforceable, such provisions will not affect any other provisions of this Agreement, and the Agreement will be interpreted as if the invalid, illegal or unenforceable provision had not been included to the extent necessary to bring the Agreement in compliance with applicable law or order.

NPD117 Chromebook Use and Care Guidelines

Parent Expectations

In order for students to experience all the success and benefits that this program can offer, NPD117 encourages parents to:

- Help ensure the Chromebook battery is charged each day
- Participate in the Chromebook orientation with your student
- Share in your child's excitement about this great opportunity for learning
- Learn along with your child as he/she uses this instructional tool
- Monitor your child's appropriate Internet use and adherence to Internet guidelines when using his/her Chromebook. The NPD117 content filter is in place to prevent access to inappropriate material. While this is a robust filtering system, inappropriate content can, at times, be accessed. If this occurs, students should immediately report such an event to school personnel, and parents are encouraged to reinforce this with your daughter/son.
- Assist in completing appropriate paperwork in the event that the Chromebook requires repair, is lost or stolen

- Ensure that only the student and family members will use this computer for school-related purposes

Caring For Chromebook

- For prolonged periods of inactivity, please shut down the computer completely before closing lid.
- Wait until the Chromebook screen is completely black before closing the lid.
- Dimming the LCD brightness of your screen and turning off Bluetooth will extend the battery run time.
- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. NEVER PICK UP THE CHROMEBOOK BY THE SCREEN or place your finger directly on the screen with any force. Always close the lid before moving your Chromebook.
- Adding anything to the case beyond the Chromebook will damage the Chromebook. Textbooks, notebooks, binders, and other materials, are not allowed in the Chromebook case.
- Never sit on the Chromebook or case.
- Liquids, food and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook. DO NOT keep food or food wrappers in your case.
- Take care when inserting cords, cables and other removable storage devices to avoid damage to the Chromebook ports. First, plug your power supply into the electrical outlet. Second, plug your power cord into your Chromebook. When disconnecting, reverse this process.
- Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time (including in a car). Extreme heat or cold may cause damage to the Chromebook. If your Chromebook has been in a very cold environment for a long period of time, let it warm up before using it.

Cleaning The Chromebook

The Chromebook will be in the student's possession all school year long, so students are encouraged to perform simple cleaning procedures as outlined below:

- Always disconnect the Chromebook from the power outlet before cleaning.
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or Chromebook.
- Wash hands frequently when using the Chromebook to avoid build-up on the touch pad. Grease and dirt can cause the cursor to "jump around" on the screen.
- You may clean the touch pad with a lightly dampened (not wet) lint free cloth.

General Security

- Never leave your Chromebook unsecured.
- Lock your Chromebook in a designated storage facility or secure locker.
- During after-school activities, you are expected to maintain the security of your Chromebook.
- Unsupervised Chromebooks may be collected by staff, and disciplinary action may be taken.
- Your Chromebook may have several identifying labels (i.e. NPD117 asset number, serial number and student ID number). Do not modify, remove or destroy these labels.
- Do not store personal information about yourself or others on the Chromebook.
- Keep all passwords confidential.
- You are responsible for your individual account. Take all reasonable precautions to prevent others from using it.
- Do NOT loan your Chromebook to anyone.

- Notify a teacher immediately if you suspect any potential security problems with your Chromebook, including any suspected computer viruses.
- To prevent loss or damage to your Chromebook, NEVER leave it unattended or have it out of its case on the bus or in the cafeteria during meals.
- Keep your closed Chromebook in its case when traveling between classrooms.
- Follow all rules so you will not lose privileges.

Internet Access/Filtering

A current filtering solution (blocking and monitoring inappropriate websites) is maintained by the school system for school and home use on the Chromebook. The school system 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. NPD117 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. NPD117 will provide filtering on the Chromebooks while connecting to the Internet from home.

NPD117 Chromebook 1:1 Acceptable Use Guidelines

Inappropriate/Unacceptable Use

Students should understand that the rules and expectations that apply to non-technology related conduct and communication also govern student use of computers. Just as listening to music on phones (or anything with a headset) and playing video games are not acceptable school behavior during class, neither is instant messaging, listening to music, or playing non-educational games on the Chromebook. Recording, either audio or video, on school property is not permitted unless it is authorized by a teacher/other school personnel.

Tier I: Inappropriate Use

- Deleting any folders or files you did not create or are shared with other students.
- Sharing login/password with another person
- Logging on to another person's computer without his/her permission
- Removing labels and identifying stickers on NPD117 property (Chromebook, case, charger)
- Downloading inappropriate digital content such as videos / music
- Altering the computer hardware or software in any way
- Attempting to bypass web filtering
- Videoing or recording on school property is not permitted unless authorized by school personnel
- Emailing or chatting during class when not related to a school assignment
- Using profanity
- Gaming
- Cheating
- Use of desktop pictures or Chrome themes that are inappropriate or offensive
- Intentional actions which are potentially harmful to the computer, charger, and/or Shuttle case
- Making online purchases

Examples of consequences for Tier I infractions include, but are not limited to: loss of Chromebook privileges, detention or suspension.

Tier 2: Unacceptable Use

- Inappropriate communication to the faculty or staff
- Threats and/or cyber bullying of any kind
- Using a computer to plan a fight, cause harm or commit a crime
- Logging into a computer/application using a stolen login
- Possession of inappropriate files
- Pornography can be a felony offense and if so will be turned over to authorities
- Manufacturing – using a camera to create inappropriate pictures/movies
- Distributing – sending/sharing inappropriate files with other individuals
- Gang related files
- Bootleg movies or music
- Habitual and intentional disregard for the Chromebook

Examples of Consequences for Tier 2 infractions include, but are not limited to:

Loss of Chromebook privileges, detention, suspension, or expulsion. Illegal activities may result in referral to law enforcement.