

Commodore Perry School District Chromebook Home Use Loan Agreement And Technology Protection Plan 2021-2022

Commodore Perry School District Chromebook Home Use Loan Agreement

A Chromebook and accessories in good working condition are being lent to each student. Each student's acceptance of the equipment indicates the student's and parent/guardian's acceptance of the responsibility to care for the equipment and ensure that it is kept secure and functional, as expressed in this document.

This equipment always remains the **Property of the Commodore Perry School District** and is lent to the student for educational purposes only. The student may not deface or destroy this property in any way. The equipment is for the use of the student only; family and friends should not use the equipment. The equipment will be returned when requested by the Commodore Perry School District, at the end of the school year, or sooner, if the student is enrolled in Alternative Education, withdraws or graduates from the District prior to the end of the school year.

The District property may be used by the student only for non-commercial purposes, in accordance with District policies and rules, the District's Internet Acceptable Use Policy, as well as local, state, and federal law.

The student may not make or allow others to make any attempts to add, delete, access, or modify District owned information on any Chromebook.

Serial numbers for each device are recorded. No labels are to be removed or modified. If they become damaged or missing, contact the Reeves Information Technology for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the device.

The student agrees to use best efforts to assure that the District property is not damaged, or rendered inoperable by any electronic means, including virus or OS rooting activities, while in the student's possession.

The student acknowledges and agrees that the student's use of the District Property is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the "student's responsibility" to protect and safeguard the District Property and to return the same in good condition upon request to the Commodore Perry School District.

Student Responsibilities for Use at Home:

The Chromebook is to be used for educational purposes only. In order to take the Chromebook home each day, you must be willing to accept the following responsibilities.

- When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Commodore Perry School District, particularly the Student Handbook and the Internet Acceptable Use Policy, and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it in an automobile, leaving it outdoors, unsecured, or in a place where it may become damaged or stolen.
- I will not lend the Chromebook to anyone, not even my friends or family members; it will always stay in my possession.
- I will not remove the District-owned programs or files from the Chromebook.
- I will charge my Chromebook nightly when I take it home so that it has a full charge at the start of school day.
- I understand that if I leave my Chromebook at home or do not charge it, I am still responsible for getting coursework done as if I had my Chromebook present and charged.
- I will bring the Chromebook to school every day. If I leave my Chromebook at home for multiple consecutive days, I may be called upon to bring the device in to verify possession and condition of the Chromebook.
- I agree that email (or any electronic communication) should be used only for appropriate, legitimate and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share them with anyone.
- I will not attempt to repair the Chromebook. If it is not working properly, I will notify Reeves Information Technology immediately by placing a request through the link on the cppather.org website.
- I will bring the Chromebook to the school district's administration office if it needs to be repaired by Reeves Information Technology. If it needs repair, a loaner may be checked out if the student is eligible and a device is available.

Parent/Guardian Responsibilities:

- Your son/daughter has been issued a Chromebook to improve his/her education this year. It is essential that the following guidelines are followed to ensure the safe, efficient and ethical operation of this computer if you voluntarily request to have your student take the Chromebook home.
- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a dry cloth.
- I will report to the school any problems with the Chromebook and will not delete any District software.
- I will make sure my child recharges the Chromebook nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to the school.
- I agree to make sure the Chromebook is returned to school when requested or upon my child's withdrawal from the Commodore Perry School District.

Use and Care of Your Chromebook:

- Bring it to school every day.
- Charge your Chromebook every night.

- Keep only school-appropriate media on your computer.
- Do not take images, video or audio without subject consent and school staff permission.
- Obey copyright laws.
- Abide by media content expectations.
- Turn down the volume and pull out your headphones.
- Leave the District loaded apps on your Chromebook.
- Avoid eating and drinking while using your Chromebook.
- Never leave your Chromebook unsecured.
- Never leave your Chromebook exposed to extreme elements.
- Notify the Reeves Information Technology if your Chromebook has a problem through the link on the cpanthers.org website.

No Expectation of Privacy:

No one should have any expectation of privacy or confidentiality with regard to any usage of a Chromebook issued by the District, regardless whether the usage happens for school-related purposes or not. At any time, without prior notice of consent, the district may access, supervise, view, monitor, log, and record student data and browser use history of Chromebooks for any reason related to the operation of the District. From time to time, the District may conduct random physical checks of Chromebooks and inspect their contents and condition. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Monitoring Software:

School administrators, teachers, and instructional technology staff may use monitoring software that allows them to view screens and activity on student Chromebooks while at school.

Files Downloaded onto Chromebooks:

All images, documents, files, and apps downloaded onto the Chromebook become the property of Commodore Perry School District as allowable by law.

Technology Protection:

The student and parent are accepting responsibility for the Chromebook during the period the Chromebook is assigned to the student. The administration will review any and all damages that occur to the Chromebook. If it is determined any damage is from misuse or negligence, the district will assess the student's continued privilege of taking the Chromebook to and from school. It will be the right of the school administrators and designees to determine if damages were due to negligence or accidental. The parent will receive a letter describing any damage and any cost associated with the damage.

Coverage and Benefit: This agreement covers the Chromebook loaned to the student against some incidents of accidental damage when it is taken home. The following items are NOT covered:

1. A Chromebook or charger that is lost or stolen.
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, immersion in liquid, any type of damage by food or drink, damage caused by pets, rough handling, excessive sliding across rough surfaces.
3. More than two accidental incidents.

Effective and Expiration: This coverage is effective from the date this required form is received by the school through the date at which the Chromebook is required to be returned in good order to the school.

Limit damage over time. More than two occurrences of loss, theft, or damage in the school year may be interpreted as neglect.

Technology Protection Plan

Please read this entire document to determine if this program is needed for you and your child's protection against damage of the loaned Chromebook equipment in your care. Please refer to the Incident Assessment Chart to see how the whole plan, associated potential charges, and incident reporting work. This form must be completed and submitted before the student is able to take a Chromebook home.

The administration will review all damages determined to be from misuse or negligence and will assess the student's continued privilege of taking the Chromebook to and from School. It will be the right of the school administrators and designees to determine if damages were due to negligence or accidental.

Coverage and Benefit: This agreement covers the Chromebook loaned to the student against some incidents of accidental damage. The following items are NOT covered:

1. A Chromebook that is lost or stolen.
2. Damage caused by negligence, neglect such as leaving it outside or in an automobile, immersion in liquid, any type of damage by food or drink, caused by pets, rough handling, or excessive sliding across rough surfaces.
3. Intentional misuse of one's own or a peer's device.
4. More than two accidental incidents.

Effective and Expiration: This coverage is effective from the date this required form and premium payment are received by the School through the date at which the Chromebook is required to be returned in good order to the School.

Premium: The total premium cost is \$25.00 for the 2021-2022 School Year. Partial semesters/years are not refundable. It is agreed and understood that:

- The Technology Protection Plan is offered to all students.
- Participation in the Protection Plan is totally voluntary.
- A separate signed application will be needed for each Chromebook covered.

Disclaimer: It will be the right of the building principal and administration or their designee to determine if damages were due to negligence or accidental.

STUDENT CHROMEBOOK AGREEMENT

Before submitting this form, please read the following:

I agree to the following:

- I have read the Commodore Perry School District Internet Acceptable Use Policy and the Student Handbook. I will always follow all policies and regulations, while at school as well as outside of school.
- I understand I am responsible for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect or intent.
- I will notify Reeves Information Technology in case of damage, theft, vandalism, or loss of device within the first 2 hours. Further I will file a report with local police or the school police officer in case of theft, vandalism, or loss of device within 12 hours.
- I agree to return the District Chromebook, power adapter, cord and any accessories provided by the District in good working condition at the end of the school year or sooner if I am removed to an alternative education placement or withdrawn from Commodore Perry School District.

PARENT/GUARDIAN CHROMEBOOK AGREEMENT

PARENT/GUARDIAN INFORMATION

Before receiving your equipment, please read the following:

I agree to the following:

- I have read the Commodore Perry School District (District) Internet Acceptable Use Policy and the Chromebook Handbook. I will follow the policies, regulations and the handbook and will hold my child accountable to these policies and regulations.
- I understand that this Chromebook is designated for educational purposes and therefore my child's violations of this agreement may be cause for the removal of his/her Chromebook privileges.
- I assume financial responsibility for any damage, vandalism, loss, or theft of the Chromebook, power adapter, cord, and accessories whether due to accident, neglect, or intent. Further, I understand if my child accidentally or purposefully damages or breaks another student's Chromebook, power adapter, cord, or accessories, I am financially responsible for all expenses related to repairs or replacement.
- I will assume full responsibility for any harmful or illegal content on the Chromebooks and will monitor my child's use of the device at home.
- I understand that the Chromebooks are District owned devices and all content stored on the Chromebook is subject to review at any time.
- I accept these responsibilities when I accept a Chromebook on loan from the District.

PLEASE SIGN THE AGREEMENT FORM ON PAGE 6 AND RETURN TO THE SCHOOL OFFICE OR CLASSROOM TEACHER WITH A CHECK FOR \$25 MADE OUT TO CPSD OR USE THE SCHOOL PAYS OPTION LOCATED ON THE WEBSITE .

STUDENT/PARENT/GUARDIAN CHROMEBOOK AGREEMENT

If my student fails to return to the District the Chromebook, power adapter, cord, case, and accessories provided by the District at the end of the school year, or if our enrollment in the district changes, I will pay the replacement cost of the Chromebook, power adapter, cord, case, and accessories provided by the District. Failure to do so may result in a criminal and/or civil court prosecution. By signing this form I acknowledge that I have read and accept the responsibilities listed in this agreement.

Student name: _____ **Grade** _____

Parent Signature

Student Signature

_____ I am paying by a check made out to CPSD.

_____ I am paying through School Pay on the CP website.

Incident Assessment Chart

Incident	Action(s) Necessary
Accidental Damage of a Chromebook, Adapter or Power Cord (1st and 2nd Instance)	A report must be made immediately to Reeves Information Technology through the CP Panther website (cppanthers.org) or the teacher who will report the incident if it happens during the school day. The device must be returned to school so that a loaner device may be issued. Covered under Technology Protection Plan.
Accidental Damage (3rd Instance) More than two (2) occurrences of loss, theft, or damage during the school calendar year may be interpreted as neglect.	A report must be made immediately to Reeves Information Technology through the CP Panther website (cppanthers.org) or the teacher who will report the incident if it happens during the school day. The device must be returned to school so that a loaner device may be issued if possible. Cost for the repair may be the responsibility of the parent/guardian/student. Some loss of privileges of using the Chromebook may occur i.e. may not be permitted to take the device home. This may also result in a referral for disciplinary action. Cost for repair or replacement will be the responsibility of the parent/guardian/student.
Intentional Damage/Neglect	Upon notification or administration's knowledge of an incident of intentional damage or neglect, the device must be returned to school. Deliberate damage will be referred to the administration. Applicable Board policies and/or school building policies will be followed for appropriate discipline for damage to school property.
Loss/Theft	A report must be made immediately to the administration. In the event of theft, a police report is to be filed. Administration will determine subsequent action regarding replacement.