

E-MAIL/INTERNET/CHROMEBOOK REGULATIONS TREGO COUNTY USD 208, WAKEENEY, KANSAS

The Chromebook that has been issued to each 6th-12th grade Trego County USD 208 student is the property of the Trego County USD 208. This Chromebook is on loan to the student and must be used in accordance with the following guidelines:

- Chromebook Security Policy During the school day
 - Students must have Chromebooks with them, or locked in their school lockers. Chromebook must never be left unattended. Faculty will pick up and give unattended Chromebooks to the office.
 - Chromebooks must be kept in a padded case or bag with a padded laptop compartment.
 - It is recommended that Chromebooks go home with students each evening for recharging. Students are responsible for bringing their Chromebook, fully charged, to school each day.
- Students are not to deface their Chromebooks with stickers, white-out, etc. If there are any questions, check with the administrators.
- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car.
- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks, harassment, or bullying of others. All e-mail sent from a USD 208 account is the property of USD 208. USD 208 reserves the right to inspect any and all e-mail messages sent from or to any USD 208 e-mail account without informing the student.
- All student internet searches and website traffic both on the school network is documented. USD 208 reserves the right to review these searches and traffic without notifying the student.
- Use of the Chromebook (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- The internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the internet and then used in academic work is to be properly documented. Students may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- Non-educational computer games are prohibited in classes, activity periods, and the library during regular school hours.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Software run from external drives (such as a USB flash drive) is prohibited. Using iTunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or language arts department person.
- If you have a specific need for additional web applications or you want to add personal applications to your school account, you must request approval prior to the installation.
- Computers may not be used to make sound recordings without the consent of all those who are being recorded.
- Sound must be turned off at all times, except when being used as a part of a class.
- Students may use their own headphones to listen to music, etc., if they have the instructor's permission.
- Deliberate attempts to degrade the USD208 network (including use of smartphones/other devices as Wi-Fi hotspots) or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- Trego County USD 208 reserves the right to define inappropriate use of technology.
- If the computer is damaged or not working properly, it must be turned in to the District Technology staff for repair. Parents/guardians/students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.
- Before a student is issued a Chromebook, he or she must have paid the district materials fee, if applicable, and both student and parent/guardian must have signed the Computer Acceptable Use form. A portion of the materials fee provides insurance that will cover theft, accidental damage, fire, power surge, vandalism, & natural disasters. Lost power cords are not covered and are the responsibility of the student/parent. There is a deductible of up to \$100 per incident, which is the responsibility of the student/parent.

It is recommended that student owned internet capable devices (iPads, tablets, etc.) be left at home. If a student brings such a device, the use of that device falls under the cell phone/electronic/computer use in the USD 208 Student/Parent handbook.

STUDENT CHROMEBOOK LOAN AGREEMENT

USD 208, WAKEENEY, KANSAS

Providing Chromebooks for instructional use by USD 208 students is an exciting venture. Certain guidelines are necessary to protect the laptop and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents /guardians must agree to the following:

1. The student agrees to follow all USD 208 regulations and policies governing the use of computers as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. This equipment is the property of Trego County, USD 208, WaKeeney, Kansas and is herewith being loaned to the student for educational purposes only for the academic school year. The student may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer.
3. The student will have a Chromebook checked out at the Parent Meeting in August when necessary fees (\$30 Insurance Fee) have been paid. The computer will be checked-in on the last day of school in May.
4. The Chromebook is the property of USD 208. If a student withdraws from school prior to the end of the loan period, the Chromebook is to be returned to school officials by the student prior to withdrawal.
5. Chromebooks not returned in an appropriate manner will be filed as missing and turned over to the proper authorities as theft.
6. The student shall not remove or alter any USD 208 identification labels attached to or displayed on the Chromebook, nor shall the student change identification within the Chromebook such as the Chromebook name.
7. The student agrees to handle the computer carefully and protect it from potential sources of damage.
8. The student will assume the risk of loss by theft, destruction, or damage. If, during the loan period, the Chromebook is damaged or returned with any accessories missing, USD 208 may charge the student the lesser of the repair or the \$100 insurance deductible. If the Chromebook is stolen or vandalized, the insurance will cover all but the deductible, providing that a police report is filed on the incident. By signing the loan agreement, the parent /guardian agrees to be responsible for the insurance deductible for each occurrence involving loss/damage to the Chromebook, or the cost of repair for such damage, while in the student's possession. Any Chromebook reported stolen without filing a police report will result in payment of full replacement cost of the Chromebook which, at this time, is \$300.
9. The student must report theft (or suspected theft) of the Chromebook, loss of the Chromebook, damage to the Chromebook, or malfunctioning of the computer to school personnel immediately.
10. The student and parent agree to indemnify USD 208 against any claim, suit or damage occurring during or resulting from student possession or use of the Chromebook including but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to student's use of the District's Chromebook.
11. Upon request, the student agrees to deliver the Chromebook to USD 208 staff for technical inspection or to verify inventory or other information including random screening.
12. USD 208 is not liable for lost data or time spent on data.

I have read and agree to abide by all USD 208 policies and regulations for the use of equipment including the Acceptable Use Policy Agreement and the Student Chromebook/E-mail/Internet Regulations. I accept responsibility for damage to or loss of the equipment listed below while in my possession. I understand that if the Chromebook or any accessory is lost, damaged, or stolen, I am responsible for the replacement cost or insurance deductible, whichever is less. I will report any damage to hardware or software immediately to designated school personnel and will return equipment promptly when requested by school personnel. _____

Student Name: _____

Permanent Address: _____

Signature of Student: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

This portion is to be filled out by a school representative when the device is issued:

Asset ID Number: _____

Chromebook Serial Number: _____

School: Trego County USD #208