

# Gilford School District MS Chromebook Agreement 18-19

(Updated 8/2018)

This agreement is intended to promote the responsible use of school-issued Chromebooks. Whether on or off-campus, all district provided technology must be used in accordance with the mission and philosophy of the Gilford School District as well as the Acceptable Use Agreement. Teachers may set additional requirements for use in their respective classes. Above all, chromebooks are an academic resource, and the practices governing the use of the chromebook support its academic application.

Chromebooks will be assigned to each student for school use. Students will have the same chromebook for their entire middle school career. Students are expected to bring their chromebook to school each day charged and ready for use. Students shall take their personally assigned chromebook home each night. **Students who choose to leave them at school in their locker are still responsible for their assigned chromebook and to have them charged for use the next day. Each classroom will have a power strip available for charging during class time with the student's charger. A charging station will also be set up in the cafeteria for 3 - 4 chromebooks.**

Students that join their own mobile device to the network will not have a chromebook checked out to them.

Under no circumstance should any student allow others to use their Chromebook or share passwords.

## **Expectations for Caring for the Chromebook**

1. Chromebooks issued to students are the property of the Gilford School District and are made available as learning tools; therefore, there is no assumption of privacy. The use of the chromebook is at all times subject to monitoring and inspection. All student web browsing on their chromebooks will be monitored/filtered whether at school or home.
2. Chromebooks will be labeled with the student's name and with a library asset tag. These labels shall not be removed. If they are wearing off, please go to the library for replacement tags. The chargers will also have an library asset tag.
3. Students / parents are responsible for the care, security, and proper operation of any and all devices assigned to them. This includes protecting those devices from damage by cold, heat, or moisture; and when necessary, cleaning the screen with a soft, dry, anti-static cloth.
4. If the chromebook is damaged or malfunctions, or if the device is lost or stolen, students must immediately inform the technology or library staff. Misuse or vandalism of the chromebook may result in loss of school assigned technology use and or disciplinary action deemed appropriate by administration. Additionally, the district reserves the right to inspect student chromebooks at any time during the school year.
5. Students/parents are not permitted to repair, alter, modify or replace Chromebooks.
6. GSD will facilitate any necessary computer repairs. Loaners for devices in the "repair shop" will be available for daily checkout from the library. If a device is available as a loaner for the duration of any needed repairs, then this agreement becomes binding in relation to the borrowed chromebook for as long as the student is using that device. Damage due to a manufacturer's issue will be addressed by the School District at no cost to the parent/student. All other damage will result in a repair fee to be assessed per incident with approximate pricing below:
  1. Cost of replacing a cracked screen is \$35
  2. Cost of replacing the charger is \$25 for older models and \$45 for newer models
  3. Cost of replacing the keyboard is \$40
  4. Cost of replacing the device is \$200
7. GSD devices and accessories must be in proper working condition and reasonably presentable upon their return at the end of the school year. Students who depart GSD before the end of the school year must return their devices and accessories before departure. Accordingly, a fee relative to replacement cost will be assessed for missing devices or accessories or to bring the device to proper working order and in acceptable condition.

### Expectations of Student Use

1. Students are responsible for understanding and adhering to all Acceptable Use Agreement guidelines relating to the use of technology in addition to this Chromebook Agreement.
2. Students are responsible for and making sure the device is **fully charged each day before returning to school.**
3. Students may not remove or circumvent the management system installed on each Chromebook. If the SAU73.org login does not load upon turning the device on, please report it to the library or technology staff immediately.
4. Students may only connect to the internet via the wireless network provided by the Gilford School District while at school.
5. Printers are available throughout the building for limited student use as directed by a teacher. Students are encouraged to share all work with their teachers through Google Classroom when possible to avoid excessive printing costs.
6. Educational apps will be provided by the school. The software /apps originally installed by Gilford School District must remain on the chromebook in usable condition and be easily accessible at all times. The school may add apps throughout the year.
7. Chromebooks are intended to be used for educational purposes only. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights. Students' web browsing will be filtered on the chromebook at all times like it is done at school.

### Loaners / Loaner for Repair Chromebooks

1. If a chromebook is in the library for repair, a loaner will be given to the student. All loaner devices must be returned each day to the library.
2. If a chromebook is out for extended repair, the loaners will be allowed to go home.
3. **No** loaners will be available for students that have forgotten their chromebook or forgotten to charge their chromebook. A charging station is located in the cafeteria for student use.

### Terms

1. The Chromebook Agreement applies to Gilford School District students at all times, whether or not the students are on campus.
2. The chromebook is property of the Gilford School District and as such, permission to possess and use it may be revoked at any time, with or without notice or cause. Students and their parents / guardians agree that the Chromebook will be returned to the District immediately upon request.

By signing this form, it indicates that I have read, discussed with my child, and we agree to accept these terms.

Student Signature:	Parent/Guardian Signature:
Printed Name:	Printed Name:
Grade:	Date:

\*\* Digital signatures will be accepted.

To complete this form, please save the file to your desktop, fill in the necessary fields, save the file with your last name and email to [cb@sau73.org](mailto:cb@sau73.org) The form can also be printed, completed and submitted to the library. Paper copies will be available in the office area.