

# Parish Hill Middle/High School

## Chromebook User Agreement and Protection Plan Policies

### Rules and Appropriate Usage

For the 2022-2023 school year, Parish Hill students will once again be assigned Chromebooks for school and home use. Like textbooks, Chromebooks will be used for the educational purposes for which they are intended and are Parish Hill property. An optional protection plan is offered for assigned Chromebooks to cover unanticipated events such as theft and/or accidental damages. Please see the Parish Hill Protection Plan section at the end of this document for more information.

The agreement, procedures, and information within this document apply to all Parish Hill Chromebooks used in and out of school. Teachers may set additional Chromebook requirements for use in their classroom.

Students are expected to abide by the following rules and behavioral expectations while using Parish Hill assigned Chromebooks, both at home and at school:

### Use of Equipment Hardware and Software

- A copy of this form signed by a parent/guardian must be on file at Parish Hill to use the Chromebook.
- The Chromebook is to be used for educational purposes only and must not violate the Acceptable Use Policy.
- Student may not destroy, deface, or alter the Chromebook, accessories, identifying labeling or any files contained within the Chromebook not belonging to the student.
- Students may not remove district installed software from the Chromebook.
- Only school appropriate software and data should be installed or stored on the Chromebook. No inappropriate media including but not limited to the topic of weapons, pornography, drug/alcohol related content, gang related content or any content that would be disruptive or present a danger to Parish Hill.
- Any software or data on the Chromebook associated with the user account are subject to the Parish Hill Acceptable Use Policy and Student/Parent Handbook Behavioral Expectations and Policies.
- Parish Hill reserves the right to install or remove software or data including media from Chromebooks or online services associated with a district assigned account at any time.

### Use of Network

Engaging in online activities using a Chromebook that are in violation of this policy may result in disciplinary action including possible termination of the student's network/internet privileges in accordance with the Parish Hill Acceptable Use policy found in the Student/Teacher Handbook.

Sending messages via school technology with the intent to intimidate, frighten, threaten, harass, ridicule, or bully another person is considered harassment and will have consequences per the Student/Parent Handbook Behavioral Expectations and Policies, Bullying Policy, Sexual Harassment policy, and/or Acceptable Use Policy.

Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including 'jailbreaking' or bypassing filtered Internet sites.

### **Privacy**

Sharing your password with anyone else, or accessing any account belonging to other students, faculty, or staff is a violation of the "Acceptable Use" Policy and will result in disciplinary consequences according to the Student/Parent Handbook Behavioral Expectations and Policies.

Parish Hill will never remotely access the camera or microphone of any district assigned Chromebook outside of school. If you believe your Chromebook was remotely accessed or tampered with by another person or entity without your consent, please see the Parish Hill IT Department immediately.

### **Management**

Parish Hill Technology staff always monitors Chromebook account history and online activity, except for the camera and microphone.

The data associated with any assigned account or user ID, including assigned email addresses, is not private and may be searched if it is felt that illegal or otherwise inappropriate/unsafe use of technology is occurring.

Improper use of Parish Hill technology or technology infrastructure may result in disciplinary action and other consequences as per the Student/Parent Handbook Behavioral Expectations and Policies, Parish Hill Bullying Policy, Parish Hill Sexual Harassment Policy, and the Acceptable Use Policy.

Students will not sell, lease, encumber lien, or otherwise dispose of the assigned Chromebook so long as the Parish Hill Chromebook User Agreement remains in effect. The student shall hold no security or ownership interest in the Chromebook.

In the event the student ceases to be a full-time student in Parish Hill, the student shall return the assigned Chromebook in clean, good-working order at which time the Parish Hill User Agreement will terminate.

In the event of a failure to return the Chromebook's equipment to the school's IT department, the student and parent will be considered in default of the User Agreement. Failure to return the Chromebook and equipment will be forwarded to the proper authorities resulting in possible legal action or charges of theft against the student to recover the Chromebook, plus any and all damages suffered by Parish Hill by the breach of the agreement.

### **GoGuardian**

GoGuardian is a tool that Parish Hill uses to monitor student Chromebooks for inappropriate activity, as well as to block and unblock websites for students to access on their Chromebooks. Teachers also utilize GoGuardian in their classrooms with GoGuardian Teacher. Student activity is constantly monitored by GoGuardian, and administration will be notified of inappropriate behavior on the Chromebook. Teachers can also view their student's screens and block out any inappropriate content or usage as they see fit.

### **Responsibilities**

By signing the Parish Hill Chromebook User Agreement, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request.
- Keep their Chromebook in good working order.
- Charge their Chromebook overnight each night to ensure a full charge for classes the next day.
- Students are expected to be prepared for class by having all required materials including a charged Chromebook at the start of each day.
- Suggested precautions include the use of a protective case when transporting the Chromebook to and from classes and school. If the Chromebook is lost or stolen off school grounds, it should be reported to the police immediately. Parents or guardians will incur a financial obligation to the school for any missing assigned Chromebook for which a copy of the police report has NOT been provided to school administration.
- Report any malfunctioning or damaged Chromebooks to the IT Department immediately

If damage to a Chromebook is intentional, willful or purposeful, as determined by Parish Hill, the parents or guardians will pay the full replacement cost of the Chromebook (as listed in the applicable Parish Hill Chromebook Protection Plan form), and/or AC power adaptor, regardless of the Parish Hill Chromebook Protection Plan choice. As a result, disciplinary action as described in the Student/Parent Handbook Behavioral Expectations and Policies, and notification of law enforcement will result.

Students will be provided with a username and password. Students must not change their passwords without permission from the Parish Hill IT Department. Upon request, Parents/Guardians will be informed of their child's username and password to monitor the student's computer usage at home. When the Chromebook is taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

Parish Hill has the right to prohibit students from participating in the 'take home' aspects of the 1:1 program in instances where the student has been unable to meet the expectations outlined in this agreement, including treatment of the assigned Chromebook.

### **Lending of Chromebooks and chargers**

On occasion, a student may forget his or her Chromebook at home, or they will forget to charge their Chromebook overnight. In these cases, a student may borrow a Chromebook or charger for the school day. However, only one (1) Chromebook and charger may be borrowed at once. Should either the spare or original Chromebook/charger be lost, the student may be subject to the full replacement cost of the lost items as described in the Chromebook Protection Plan at the end of this document.

It is expected that all borrowed devices are returned at the end of the school day they are borrowed on unless other circumstances make returning the borrowed items on the same day difficult.

Should the borrowed devices not be returned in a timely manner, and if there is a high frequency of borrowing Chromebooks and chargers, the student may temporarily lose the ability to borrow a Chromebook or charger. In extreme cases, the student may lose access to their Chromebook altogether if school administration deems it appropriate to suspend access.

### **Student Expectations**

Students will:

1. Never leave the Chromebook unattended.

2. Ensure the Chromebook is not subject to careless or intentional damage as a result of horseplay.
3. The Chromebook MUST be carried and transported in a safe and secure location. Computer bags to carry your Chromebook are encouraged, but not required.
4. Ensure the Chromebook is charged every evening and ready for use the next day.
5. Store the Chromebook in a safe place, such as the student's locked locker, when not in use (e.g., lunch, PE, etc.).
6. Use the Chromebook for tasks assigned by teachers; Chromebooks will ONLY be used for educational purposes.
7. Print only after teacher gives permission.
8. Not decorate the Chromebook in any way, including the use of stickers or decals, and will not allow graffiti/defacing.
9. Return all borrowed items by the end of the school day they are lent on.

### **Consequences for Violation of Chromebook Rules**

By signing this Parish Hill Chromebook User Agreement, the student commits to the Student Expectations listed above and understands the consequences for violation.

### **Consequences for Breaches of the Acceptable Use Agreement**

In the event a student breaches any part of the Acceptable Use Policy and/or Parish Hill Chromebook User Agreement, consequences will be imposed by the school according to the Student/Parent Handbook Behavioral Expectations and Policies.

### **Repairing or Replacing Chromebook**

All required repairs for the Chromebook will be processed by the Parish Hill IT Department. DO NOT attempt to repair the Chromebook yourself. Damaged Chromebooks should be brought to the school IT Department to initiate the repair process. In the case of loss/theft, a police report should be filed by the parent/guardian. A copy of the police report should be provided to the IT Department.

**IMPORTANT:** Not all Chromebook damages are caused by the fault of the user. Hardware failure occurs frequently on Chromebooks, such as failed trackpads, charging ports, display cables, and chargers. Should these issues occur, the Parish Hill IT Department will replace these items with no cost to you, so long as the IT Department deems the damage to be caused by general use of the Chromebook.

### **Accessories**

While not required, it is highly encouraged that all students use a wired or wireless mouse with their Chromebooks to reduce wear on their trackpads. Additionally, a protective case and/or computer bag is encouraged to keep your Chromebook in good condition throughout the year.

Parish Hill has limited quantities of mice for students to use with their Chromebooks throughout the year. Parish Hill cannot provide computer bags or protective cases. Please visit the IT Department to request one.

### **Parish Hill Chromebook Protection Plan**

As with all school property, there is a responsibility to take appropriate care of valuable technological resources. The school assigned Chromebook is no different as it presents a cost to the district and

consequent liability to students and parents. There is a warranty in place to cover the school assigned Chromebook for manufacturing defects, but we know loss and accidents also happen, even when students take good care of electronic devices. In these instances, school policies and/or state regulations necessitate a fine be levied to cover the repair or replacement cost of school property, therefore we have provided an opportunity to purchase a protection plan for students receiving a school assigned Chromebook.

To use their Chromebook, all student must return a signed copy of the form below, regardless if they are investing in the Protection Plan or not.

**Term:**

From the date the signed and paid protection plan are received until the end of the school year, or the student's exit from district, whichever comes first.

**Protection Plan covers:**

- A maximum of two claims per school year
- Accidental damage – including but not limited to broken screen, liquid spillage, drops
- Unavoidable theft – police report must be submitted within 72 hours of theft, see “Additional Information” below.

**Not covered:**

- Lost devices are not covered by this policy. A full replacement cost of \$250 will be charged.
- Intentional marking, defacing, removing inventory label, excessive scratches and/or abusing the device by the student responsible for the Chromebook.
- Intentional Damage: Students/Parents are responsible for full payment of intentional damages to the Chromebook by the student responsible for the device.
- Damage caused by tampering with hardware components or operating system to alter district configurations.

**Additional Information:**

In cases of theft, vandalism and other criminal acts, a police/fire report MUST be filed by the student or parent for the protection plan to be in effect. A copy of the police/fire report must be provided to the IT office.

**Policy void:**

- More than two (2) claims are made during the protection plan term.
- If the school determines that the damage to the device was intentional or caused by abuse.

Below are replacement costs if protection plan is NOT purchased or damage is not covered for any reason:

Full Replacement Chromebook	\$250.00
Battery	\$ 30.00
AC Adapter/Charger	\$ 30.00
Replacement Keyboard Assembly	\$ 90.00
Replacement Screen	\$ 100.00
Replacement Hinge	\$ 25.00
Replacement Case	\$ 50.00

You may choose to pay Parish Hill a non-refundable payment for coverage outlined above in the amount of **\$30.00**. If you choose to pay with a check, please make payable to "Parish Hill Information Technology", and write your student's name and "Protection Plan" in the memo field. Checks must be received no later than **September 9<sup>th</sup>, 2022**. If you wish to decline the Chromebook Protection Plan from Parish Hill, you agree to pay for any repairs or replacement of the device at a cost not to exceed the replacement value of **\$250**.

I acknowledge receipt of the Parish Hill Chromebook User Agreement and agree to abide by the terms and conditions described within. Should I, as a student of Parish Hill, not abide by these terms and conditions, I may face disciplinary action according to the Parish Hill Student/Parent Handbook Behavioral Expectations and Policies.

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Student's Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

I agree to the terms of the Parish Hill Chromebook User Agreement and Protection Plan and have **enclosed \$30**.

I agree to the terms of the Parish Hill Chromebook User Agreement but **do not** wish to invest in the Protection Plan.