



## PLAINVIEW-OLD BETHPAGE CENTRAL SCHOOL DISTRICT

### MIDDLE SCHOOL 1:1 STUDENT/PARENT/GUARDIAN CHROMEBOOK USER AGREEMENT

The Plainview-Old Bethpage Central School District hereby loans to the undersigned Student one Acer C738T Google Chromebook and accessories (carrying case, charger) for the Student's use in connection with school-related work and assignments subject to the following terms and conditions. The Plainview-Old Bethpage Central School District hereby also assigns each undersigned Student one Google Apps for Education (GAFE) account to use with their Acer C738T Google Chromebook.

#### **STUDENT USE OF EQUIPMENT**

All District-issued Acer C738T Google Chromebooks are treated as school computers under District policies and guidelines *7314-6460: Internet Safety and Use*, and *7314-6460R: Computer Network and Internet Safety and Use Guidelines* and are to be used for school-related work according to each teacher's instructions and the guidelines set forth herein. The District retains sole title and right of possession of this equipment. The District retains the right to repossess and withdraw authorization for further use of the Acer C738T Google Chromebook without any prior notice. The District also retains the right to collect and/or inspect the Acer C738T Google Chromebook at any time without any prior notice and to alter, add or delete installed software.

In alignment with District Computer Network and Internet Safety and Use Policies and Guidelines, users should not expect, nor does the District guarantee, privacy for any use of these District owned and managed instructional resources. The District expressly reserves the right to access and view any material stored in relation to these instructional resources and any material used in conjunction with the District's computer network. The District may monitor all use of the equipment and the District's computer network and Internet activity. There is no expectation of privacy in any file, information, data, mail or material located on or in the equipment or computer network. The District reserves the right to conduct, at any time and without notice, reviews of all Google Chromebooks, computers and computer network accounts to determine adherence to all District policies, regulations and guidelines, including but not limited to the District's Computer Network and Internet Safety and Use Policies and Guidelines, the District's Code of Conduct and the District's Dignity for All Students Policy ("DASA"). The District reserves the right to inspect, at any time and without notice, the contents of any file, information, data, or any other material stored on or in the equipment and the computer network.

#### **STUDENT DEVICE LOANER OPTIONS**

Similar to other instructional resources used by students, the issuance of a District-owned Chromebook to students carries with it certain responsibilities for students and their parents/guardians. The District encourages the use of student Chromebooks at both school and home to maintain the continuity of instructional goals and activities made possible in a 1:1 program (meaning every student has a District issued mobile computer device for use at home and school). Granting parent/guardian consent for the Student Chromebook **Take-Home Option**, as described in detail below, presents students with enhanced opportunities for anytime, anywhere learning both inside and outside the classroom in alignment with the development of transformative 21<sup>st</sup> century skills such as creativity, critical thinking, communication, collaboration, and problem solving through personalized teaching and learning experiences.

In accordance with the Children's Internet Protection Act (CIPA) and District policies, the District implements specialized content filters to provide for a restricted Internet access environment within its school buildings in addition to District-owned/issued Chromebooks that students will be taking home as part of the District's Middle School 1:1 initiative. However, it is important to note that this filtering system, while effective, is not foolproof and may from time to time provide access to inappropriate and/or harmful material. In addition to the filtering system the District provides when a student is home outside of the school premise, the District relies on its partnership with parents/guardians to guide and monitor their children's use of the Internet and computer related activities.

In this regard, please review the two options available to students and parents/guardians in assuming responsibility for a District-owned Chromebook:

**A) Take-Home Option:**

- Student is issued a Chromebook, carrying case, and charger to use inside and outside of school premises
- The device and case are taken home by the student on a daily basis (charger remains home for required nightly charging)
- The student and parent/guardian must read and sign the District's terms and conditions for consent and select the Take-Home Option box to use devices on and off school premises
- By accepting the Take-Home Option, parents/guardians acknowledge their responsibility to supervise and monitor their child's use of the Chromebook and GAFE account outside of school premises
- The District maintains the authority to revoke a student's permission to take his/her assigned device home, either temporarily or permanently. Reasons for this include, but are not limited to, excessive and/or repeated damage to the device, outstanding fees, and disciplinary issues, for example.

**B) School-Based Option:**

- Student is issued a device and carrying case to be used exclusively inside school premises
- The device stays in the school each day and is not permitted to go home with the student
- The student's device and case will be stored in a secure location inside the school. The student is responsible for picking up his/her assigned device/case at the start of each school day and returning it at the end of each school day.
- The student and parent/guardian must read and sign the District's terms and conditions for consent

**STUDENT RESPONSIBILITIES:**

1. You must adhere to the District's Policies, including but not limited to, the District's Computer Network and Internet Safety and Use Policies and Guidelines and this Student/Parent/Guardian User Agreement and following consent form provided to you by the District when using the Acer C738T Google Chromebook and GAFE account.
2. Inappropriate and/or illegal use of the Acer C738T Google Chromebook is improper and considered to be unauthorized and may result in suspension of your right to use the Acer C738T Google Chromebook and/or disciplinary action pursuant to the District's Code of Conduct, DASA and/or referral to law enforcement as the situation may warrant.
3. You may not alter or delete school issued Acer C738T Google Chromebook applications ("apps"), school files, bypass filters or alter system preferences on the Acer C738T Google Chromebook.
4. You may not download social networking applications, including but not limited to Facebook, Instagram, Twitter, Gmail and the like.
5. You must bring your Acer C738T Google Chromebook to school **fully-charged** every day of the school week or as required by your teacher's instructions.
6. When using your Acer C738T Google Chromebook on the District's wireless network, you must login using your unique school-issued user ID and password. **You are not permitted to share your passwords with anyone other than your parents or guardians and/or attempt to login with any other account names.**
7. You are responsible for taking proper care of your Acer C738T Google Chromebook and accessories, both at school and at home if your parents/guardians selected the Take-Home Option. You must keep your Acer C738T Google Chromebook locked inside your locker when it is at school and not in use. You must keep the Acer C738T Google Chromebook and accessories in a secure location when it is not at school. You must keep the equipment clean.
8. You are not permitted to remove any identification or serial number tags whatsoever.
9. **You are not permitted to let anyone use your Acer C738T Google Chromebook, other than your parents or guardians under your account for reviewing school related work.**

10. You are required to report any problems, damage or theft immediately to a teacher or staff member.
11. Devices equipped with a webcam offer students an extraordinary opportunity to experience a 21<sup>st</sup> century tool and to develop communication skills. Webcams are to be used for educational purposes only while in school. Use of webcams is allowed at home with permission from parents/guardians.
12. Any personal content must be removed from the device prior to collection of the Acer C738T Google Chromebook at the end of the school year. The District will not be responsible for loss of this content.

### **PARENT RESPONSIBILITIES:**

1. You must review the content of your child's Acer C738T Google Chromebook on a consistent basis to ensure that your child is utilizing the device in accordance with the District's Computer Network and Internet Safety and Use Policies and Guidelines, as well as this Student/Parent/Guardian Chromebook User Agreement.
2. You, individually and on behalf of your child, waive and release the District, the Board of Education, its agents, officers and employees from any and all claims and damages of any nature arising from your child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the Acer C738T Google Chromebook and GAFE account, including but limited to using the Acer C738T Google Chromebook and GAFE account for purposes unrelated to school work and assignments.
3. You understand that it is impossible for the District to restrict access to all inappropriate materials which may be accessed from the Acer C738T Google Chromebook, and you will not hold the District responsible for materials accessed on the network. You hereby individually and on behalf of your child waive and release the District, the Board of Education, its agents, officers and employees from any and all claims and damages of any nature arising from your child's use of the Acer C738T Google Chromebook and material accessed on the network or Internet, including but not limited to content that may be considered inappropriate.
4. You hereby individually and on behalf of your child also expressly waive the right to bring or pursue any complaint, lawsuit, administrative proceeding, appeal or review based upon any inappropriate content that may be accessed on the Acer C738T Google Chromebook and GAFE account, and/or any and all claims and damages of any nature arising from your child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of the Acer C738T Google Chromebook and GAFE account, including but not limited to using the Acer C738T Google Chromebook for purposes unrelated to school work and assignments.

#### ***In addition, as your child's parent/guardian, you understand the District reserves the right to:***

1. Monitor Acer C738T Google Chromebook activity, including internet access or intranet access on either the school's and/or Google's file servers and assigned GAFE (Google Apps for Education) accounts.
2. Make determinations on whether specific uses of Acer C738T Google Chromebooks are consistent with the District's policies and this Student/Parent/Guardian User Agreement.
3. Suspend the student's access to the District's network and/or use of the Acer C738T Google Chromebook and/or GAFE account if at any time it is determined that the student is engaged in unauthorized activity or is violating District policies.
4. Note: Violation of the Computer Network and Internet Safety and Use Policies and Guidelines including this Student/Parent/Guardian User Agreement while using the Acer C738T Google Chromebook and/or GAFE account may result in disciplinary action pursuant to the District's Code of Conduct, DASA and/or referral to law enforcement as the situation may warrant.

### **FREQUENTLY ASKED QUESTIONS**

#### ***1- How do I connect the Chromebook to a WiFi Network?***

- A. At School: C738T Chromebooks will automatically connect to the appropriate wireless network. Do not attempt to connect to other wireless networks when within Plainview-Old Bethpage school buildings.
- B. Outside of School: To find and connect to available wireless networks, click on the system tray on the

bottom-right of the screen and on “wireless networks.” The Chromebook will list available networks to connect to. Choose the one you prefer by clicking on it. Enter passwords if necessary and choose if you would like your device to remember this selected network. This will enable your Chromebook to automatically connect at this same location the next time you require it to.

**2- What basic troubleshooting can I follow if my Chromebook freezes and/or requires an update?**

- A. Restart: Sign out and then click, “Shut Down,” or hold down the power key for three seconds. Once powered off, press the power key to restart and log back on to the Chromebook as usual
- B. When updates are available for the Chromebook, they will automatically download and install the next time the Chromebook powers on. If an update is available, an upward-pointing arrow will appear in the system tray at the bottom right of the screen. This alerts the user to restart the Chromebook at the next opportunity so the update can be installed.

**3- What happens if a student has a technical issue with his/her Chromebook?**

- A. Student must report the technical issue to their classroom teacher immediately
- B. The school building librarian issues a Chromebook Replacement Form (*if required*) to the student for parent signature and issues a Replacement Chromebook for student to use while the repair is being processed

**4- What happens if a student breaks his/her Chromebook?**

*All students and parents/guardians, whether opting for the Take-Home or School-Based option, will be responsible for the entire replacement/repair cost for Chromebook devices and/or accessories damaged through misuse, neglect and/or intentional damage. Furthermore, if damage is deemed to be the result of another student’s actions, the rules noted above will apply to the student at fault.*

Student must report the broken Chromebook device to his/her classroom teacher immediately. The school building Principal will be notified and contact parents/guardians will be notified for informational purposes.

**Accidental Damage/Loss/Replacement Costs:**

The following is a list of related repair/replacement costs which are subject to change. No costs will apply in the first instance of (1) broken screen incident. The following charges will apply to the student’s parents/guardians for reimbursement to the District for any further damage not covered by the District’s device warranty and/or insurance other plans. In the event that reimbursement for damages is not received prior to the start of a new school year, chromebook distribution will be held until such time that all account balances are current.

- \$287.00 - Total ACER C738T Chromebook Device Replacement (Lost/stolen/destroyed device)
- \$129.99 - Broken Screen: (regardless of warranty status)
- \$ 0 - Under 1-year Warranty: (does not included repair of broken screen)
- \$129.99 - Out-of-Warranty: (regardless of type of repair issue)
- \$ 7.00 - Replacement of lost AC adapter
- \$23.89 - Replacement Battery
- \$11.96 - Replacement of Belkin Chromebook 11” Case/Sleeve

**5- What happens in the event of theft/loss of a student Chromebook?**

- A. Student must report the lost Chromebook to his/her classroom teacher
- B. The school building Principal will be notified, and contact parents/guardians immediately
- C. An official police report must be filed by the student/parent/guardian in any instance of theft or loss
- D. In the event of any theft or loss, the student’s family will be fully responsible for the total cost of the Chromebook device replacement. Total Replacement Cost: \$287.00 (subject to change)

## **6- When does the student return the device?**

- A. It is the student/parents/guardian's responsibility to return the Acer C738T Google Chromebook, accessories and all related equipment on the specified date and in the same condition issued, with normal wear and tear as determined by the District.
- B. The full replacement cost of the equipment will be charged to the student's parents/guardians if the Chromebook, accessories and all related equipment are not returned within 30 business days of the due date.
- C. Breach of the above rules may result in loss of future privilege of using the equipment.

## **7- What type of web/cloud-based services, apps, and personal student information will be used in the Middle School 1:1 Chromebook initiative?**

With the advent of web/cloud-based network instructional activities that require the District to set up individual student and staff user accounts, the minimum required personal information will be provided to third party District approved hosts/service providers solely for the purpose of accessing such services in connection with approved classroom instruction in alignment with the District's Parents' Bill of Rights for Data Privacy and Security, Children's Online Privacy Protection Act (COPPA), and the Children's Internet Protection Act (CIPA). Unless a parent/guardian denies such access for their child via formal written request, the District will be permitted to set up such accounts, including Google Apps for Education, for example, to provide students and staff with the access they may require to meet the instructional goals of the District.

The Plainview-Old Bethpage Central School District has registered and created its own Google domain to be used to support the Middle School 1:1 Chromebook initiative. Google Apps for Education services are designed to provide students and teachers with the tools necessary to engage a seamless 1:1 environment that engenders exciting new and transformative learning activities in school and at home. While Google hosts these services off-site (via the web in the cloud), the District maintains the ability to manage all user accounts, groups, and settings – much like our locally hosted systems. This means that the District can grant and revoke user access and control other settings to ensure a safe and secure collaborative environment for students.

Google does not request any personal information, other than student name, from the District, nor does the District provide any additional personal information such as birthdate, address, phone number, grades, or test scores to Google. In addition, Google has signed the industry standard Student Privacy Pledge demonstrating Google's commitment to safeguarding student personal information throughout their services designed for use in schools. For additional information, please find the following Google resources addressing these concerns:

[https://studentprivacypledge.org/?page\\_id=22](https://studentprivacypledge.org/?page_id=22) - <https://www.google.com/edu/trust/> - <https://www.google.com/edu/>

The following services will be available to each student and hosted by Google as part of Plainview-Old Bethpage School District's online presence in Google Apps for Education:

**Drive-** the hub of the Google Apps for Education platform, where students can upload, create, and share their documents with teachers and other students

**Classroom-** the learning platform found within Google Apps for Education; designed to help students hand-in assignments paperlessly online throughout their various courses

**Docs-** a word processing, spreadsheet, drawing, and presentation toolset that is similar to Microsoft Office

**Sites-** an individual and collaborative website creation tool

**Other Selected Apps-** selected apps will be available to students when requested and vetted by teachers and determined to be safe and appropriate by the District.

*Using these tools, students will create, edit, and share files and websites for school related projects and collaborate with other students and teachers. These services are entirely online and available 24/7 from any internet connected computer. Examples of student use include showcasing class projects, building an electronic portfolio of school learning experiences, and working collaboratively in small groups on presentations to share with others.*

*For more information about Plainview-Old Bethpage School District's Google Apps for Education implementation, please visit <https://sites.google.com/a/pobschools.org/digital-instruction/home>*