

C.T.E Student Device Agreement



1. Taking Care of Your ChromeBook

- Students are responsible for the general care of the ChromeBook they have been issued by the school.
- ChromeBooks that break or fail to work properly must be reported to your teacher as soon as possible so that they can be taken care of properly.
- District-owned ChromeBooks should never be taken to an outside computer service/repair shop for any type of repairs or maintenance.
- Students should never leave their ChromeBook unsecured, as the student/parents are responsible for lost or damaged computers.

A. General Precautions

- No food or drink should be near a ChromeBook
- Do not touch another student's computer or keyboard without their permission.
- Cords, cables, and removable storage accessories must be inserted carefully into the ChromeBook.
- Chromebooks should not be used with the power cord plugged in where the cord may be a tripping hazard.
- Writing, drawing or affixing stickers directly to the ChromeBook or covers is not allowed.
- Heavy objects should never be placed on top of ChromeBook (even inside a backpack)

B. Carrying ChromeBooks

- Never lift ChromeBooks by the screen.
- Use your best judgment when carrying or storing your Chromebook in a backpack. Do not store in such a way where your device can be squished in between heavy objects that may damage the screen.
- Always put a backpack with a ChromeBook in it down gently.
- Never throw a backpack with a ChromeBook in it!
- Always close the lid of a ChromeBook when transporting it.

C. Screen Care

- ChromeBook screens can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.
- Do not put pressure on the top of a ChromeBook when it is closed.
- Do not store a ChromeBook with the screen open.
- Do not place anything in the protective case (If Applicable) that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g., pen(cils), etc.).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

2. Using Your ChromeBook at School

A. Loaner ChromeBook and Chargers

- Students who forget to bring their ChromeBook to school and/or do not bring their ChromeBook to school fully charged, may check out a loaner (If available) ChromeBook and charger, if needed, from their teacher for that class period only.
- A student who obtains a loaner will be responsible for returning the ChromeBook at the end of the class period.
- A student borrowing a ChromeBook will be responsible for any damage to or loss of the issued ChromeBook.

B. ChromeBook Use at School Strictly Limited to Educational Content

- Students are not to use their ChromeBook without teacher permission while at school. This includes, but is not limited to accessing social media, watching videos unrelated to educational content, playing games, accessing music, or otherwise using the ChromeBook as a form of entertainment unrelated to C.T. educational content.
- Students may face disciplinary consequences should they choose to break this rule.

C. Backgrounds and Themes

- Any backgrounds or themes used on the ChromeBook must be appropriate. The presence of inappropriate media may result in disciplinary action.

D. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones, or earbuds at all times, for sanitary reasons.
- The school will not be providing headphones or earbuds to students, unless requested by a parent.

E. Printing

- Students can print at home by logging on to their Google accounts on their home/personal computer connected to a printer.
- Students can print at home directly from their ChromeBook either by connecting with a USB cable or to a networked printer.
- Students can print at school in some classrooms or by sharing their files with their teacher.
- Individual teachers will review their printing policies at the beginning of the year. Students will need to be aware of and follow each teacher's printing protocols.

F. ChromeBooks Are not to be Used Outdoors During Lunch or Break

- Students who need to use their ChromeBook during lunch or break may do so with teacher approval only.

3. Using Your ChromeBook Outside of School

- Always keep in mind your ChromeBook is a borrowed tool. It is not your personal property, and it is not a toy.
- Student ChromeBooks are intended for educational purposes, not for entertainment.

- Students are encouraged to use their ChromeBook for schoolwork at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of ChromeBook use, however, some applications, such as Google Docs, can be used while not connected to the Internet. Students are bound by the C.T. Use of Technology Policy, Administrative Procedures, Acceptable Use Agreement, and all other guidelines in this document whenever and wherever they use their ChromeBook.

4. Content Filter

- The District utilizes an Internet content filter (while students are on campus) that follows the federally mandated Children's Internet Protection Act (CIPA). All ChromeBooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the District. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teacher to request the site be unblocked. Parents and students should be aware that the filter is not perfect. If objectionable material is discovered, it should be reported immediately to their teachers.

5. Chrome Web Apps and Extensions

- Educational Chrome extensions and web apps will be pushed out to student ChromeBooks by our District.
- Students are not allowed to install additional web apps or extensions from the Chrome Web Store.

6. Repairing/Replacing Your ChromeBook

- Each student will be assigned the same ChromeBook for the duration of his/her/their time at C.T. In other words, the ChromeBook you are assigned is YOURS for three years, so **take good care of it!**
- If your Chromebook is not working, notify your teacher or the IT Department. An incident report may be required as a follow-up action.
- Any damages to the equipment, whether accidental, intentional, due to negligence, or mishandling, will be the financial responsibility of the borrower (parent/guardian), as specified in the provided Equipment Sign Out Sheet.

A. Estimated Repair / Replacement Costs (subject to change)

- The following are estimated costs of ChromeBook parts and replacements (student responsibility):
- Asus ChromeBook Replacement – approximately \$280.00 - \$380.00 (Depending On Model/Year)
- Screen – approximately \$170.00 (Touch and Non Touch Screen Prices Will Vary)
- Charger – approximately \$25.00
- Battery replacement – approximately \$50.00
- Please use the following QR code to arrange payment:
- Pricing may be subject to change at any given time.



Appropriate Uses, Acceptable Use Policy, and Digital Citizenship

As described below, the Acceptable Use Policy applies to use of the ChromeBook. School-issued ChromeBooks should be used for educational purposes and students are to always adhere to the *C.T. Digital Citizenship Agreement and Acceptable Use Policy*.



C.T. ChromeBook Use and Digital Citizenship Agreement

C.T. believes that the best way to prepare our students for their digital future is to have them practice using online tools appropriately in school. We have monitoring software and filters, but these tools are not perfect guarantees that students will not encounter potentially harmful situations (harassment, inappropriate content, etc.). Our goal is to use potential mistakes as teachable moments to help protect our students against future harmful experiences online.

Remember: Respect and Protect Yourself

- I will keep my passwords private and will not share them with my friends.
- I will be conscious of my digital footprint and careful about posting personal information.
- I will only post text and images that are appropriate for school, and that I have received permission to post.
- I will be aware of with whom I am sharing my files (keeping them private, sharing with teachers and classmates or posting them publicly).
- I will immediately report any inappropriate behavior directed at me, to my teacher, librarian, counselor, or other adult at school.
- If inappropriate behavior by others is made known to me, I will share it with my parents or appropriate adult.

Remember: Respect and Protect Others

- I will not use computers to bully or harass other people.
- I will not log in with another student's username and password.
- I will not trespass into another student's drive, documents, files, or profile.
- I will not disrupt other people's ability to use school computers, e.g., touching their keyboard, etc.
- I will not pretend to be someone else and will be honest in my representation of myself.
- I will not forward inappropriate materials or hurtful comments or spread rumors.
- I will immediately report any inappropriate behavior directed at my fellow students to my teacher, librarian, counselor, or other adult at school.
- *Note: The above behaviors are extremely serious violations. Be aware that violation of any of these will be treated with seriousness by the District.*

Remember: Respect and Protect the Learning Environment

- I will limit my web browsing while at school, to school research or personal research similar to classwork.
- I will not visit inappropriate websites. If an inappropriate page, image, or search result comes up, I will immediately close the window or tab, and notify my parents or an adult if necessary.
- I will not play on my computer during class without specific teacher instructions.
- I will not send or read instant messages or participate in online forums, chats, or hangouts during class without specific teacher instructions.
- I will only change background images to school appropriate images.

Remember: Respect and Protect School Property/ChromeBook

- I will bring my ChromeBook to class charged every day.
- I will keep the protective case on my ChromeBook at all times. (If Applicable)
- I will not eat or drink while using my ChromeBook.
- I will not carry my ChromeBook by the top screen.
- I will immediately report any problems with my ChromeBook (such as cracked screen, missing keys, and connectivity issues) to my first period teacher.

Remember: Honor Intellectual Property

- I will not plagiarize.
- I will cite all use of websites, images, books, and other media.
- I will not use my ChromeBook to copy another student's work or share my work with another student for it to be copied, nor share my work with others who intend to use it as their own or submit someone else's work as my own.

(Detach at the dotted line and return the signed form to your first period teacher. Keep the above handout in your binder.)

C.T. Student ChromeBook Agreement Signature Form

I have read these guidelines and agree to abide by them.

Student:

Printed first and last name: _____

Signed first and last name: _____

Date: _____

Parent:

Printed first and last name: _____

Signed first and last name: _____

Date: _____