



# Washington Local Schools

## 1-to-1 Chromebook Agreement - 2020-2021

### INTRODUCTION

The focus of the Washington Local Schools 1-to-1 initiative is to provide students with the opportunity to utilize instructional technology to explore, communicate, collaborate and create both within the physical schools and at home. This initiative is a partnership between the Washington Local Schools and the home as we ask students and the parents / guardians to share in the responsibility of managing, maintaining and using Chromebooks to expand the educational opportunities.

### GOALS OF THE 1-to-1 INITIATIVE

- Provide students the opportunity to connect with each other and the world through technology in the classroom, during non-instructional time, and at home.
- Increase technology to address the integration of Ohio's New Learning Standards, to prepare for online assessments, and to meet the day-to-day instructional and learning needs of students and teachers.
- Provide an opportunity for ongoing, instantaneous, and spontaneous use of technology to provide the most accessibility for the greatest number of students and teachers, making the integration of technology a natural part of the learning process.

This document is the Technology Loan Agreement between the Washington Local School District and the students/parents/guardians. The Student Acceptable Use and Internet Safety Policy (is the student allowed to use district technology?) and the G Suite Acceptance Document (is the student allowed to have a G Suite account which includes email?) are included with this document. The parent/guardian will select from four available options for this program and indicate their agreement on the signature area on the last page.

The use of any district technology is a privilege and not a right, including the use of Chromebooks through the Washington Local Schools 1-to-1 Initiative. Students are expected to use their Chromebooks in accordance with these policies and procedures, the District Acceptable Use and Internet Safety Policy, the Student Code of Conduct, and any applicable laws.

### GENERAL INFORMATION

The Washington Local Schools (hereinafter referred to as "District") will assign to the student one Google Chromebook and charger (hereinafter referred to collectively as "Chromebook") in good working order. While on school grounds, that Chromebook will operate on a District-provided wireless network (hereinafter referred to a "Network.") It is the responsibility of the student to ensure that this Chromebook is maintained in good working order.

This Chromebook and all software and applications installed by the District are, and at all times remains, the property of the District and is provided to the student for educational purposes.

The District retains control, custody, and supervision of all Chromebooks and, in accordance with the law, reserves the right to monitor all activity by the student, and they may be the subject of random search. The student should have no expectation of privacy in their use of school Chromebooks, including, but not limited to, email, stored files, or Internet sites visited. School officials reserve the right to search Chromebooks and the files thereon when there may be a violation of the Student Code of Conduct and/or when order, health, and the safety of persons may be an issue. This standard also applies to all school-sponsored activities at any location.

The District is responsible for tracking and monitoring the Chromebook assigned to the student. Any Chromebook assigned to the student is inventoried and tagged. Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If the labels become damaged or missing, District technology support services will ensure replacement once notified according to procedure. Additional stickers, labels, or markings of any kind may not be added to the Chromebook or the case.

The student will return the Chromebook in good condition to the District at the end of the school year. If the student withdraws prior to the end of the school year, the Chromebook will be returned before their last day. If the assigned Chromebook is not returned, then the family will be financially responsible for the replacement cost of the Chromebook

The Chromebook is assigned to an individual student. The student should never swap or share their Chromebook with another student.

The student may not make any attempt to add, delete access, or modify other users' accounts on the Chromebook or on any school owned computer or device.

The student may use the Chromebook for non-commercial, personal purposes in accordance with District policies, procedures, guidelines, and rules, including the District's Acceptable Use and Internet Safety Policy, the Student Handbook and Code of Conduct, and local, state, and federal statutes and regulations.

A small number of Chromebooks will serve as spares for assignment to students as needed. Spares will be temporarily assigned to the student when their assigned Chromebook needs to be retained for repair. These daily loaner units will be available in the building "Chromebook Depot."

## **GENERAL USE AND CARE OF THE CHROMEBOOK**

The student will be careful when placing a Chromebook in a book bag. Overstuffed book bags can damage the Chromebook. Students will be responsible for any damage done to the Chromebook.

The student should always be sure that the Chromebook is completely closed prior to moving the Chromebook from place to place. Verify that there is nothing inside the Chromebook or on the keypad prior to closing the screen.

The student should never place or stack heavy objects on top of the Chromebook.

The student will use their Chromebook on a flat, stable surface such as a table. The student will not use their Chromebook while standing or walking. Chromebooks can be fragile, and if dropped may break.

The student should use care when plugging in their power cord. Never place the power cord in a position that may be trip hazard or cause damage to the Chromebook. Never force the insertion of the power cord in such a way as to damage the hardware of the device. Always use the correct model charger – there are different chargers for every model.

The student should protect their Chromebook from the weather, extremely cold or hot temperatures, liquids, food, and pets. The student should never eat or drink while using their Chromebook or use their Chromebooks near others who are eating or drinking.

The student is encouraged to share with other students in learning how to operate their Chromebooks. However, such help should be provided with voices and not hands. The student should operate only their own Chromebook at all times.

The student should report any inappropriate or careless use of a Chromebook to a teacher or other staff member immediately.

## INTERNET SAFETY AND PRIVACY

Parents/guardians and students are required to read and agree to the District's Acceptable Use and Internet Safety Policy and G Suite Permission form prior to receiving Network/Internet/email access.

The Internet provides access to a great deal of educational information. The Internet also contains content that may not be appropriate for students. The District Internet filtering system will block most inappropriate sites, but the Internet is vast and ever changing, making it impossible to guarantee to block all inappropriate websites. What may be appropriate for one grade level student may not be appropriate for another grade level student. Building administration, along with the Director of Technology, will determine filtering criteria.

Students should not share personal information about themselves or others while using the Internet unless directed to by a parent/guardian/teacher and/or is required for a school assignment or activity. This includes a student's name, age, address, phone number, or school name. Students agree to be responsible and careful when it is necessary to give personal information.

All users need to be aware that the District has the ability to monitor Internet usage. Using devices to visit sites that are inappropriate or do not meet the educational purposes of the District will result in consequences as determined by the Student Code of Conduct, and may result in disciplinary action; revocation of the student's privilege to use and/or access technology, including the privilege of taking the Chromebook home; or civil and/or criminal liability under applicable laws.

## PARENT/GUARDIAN RESPONSIBILITIES

The success of this program depends upon the partnership between the District and the home. The District asks that parents/guardians share in the responsibility of supervision of the technology issued to the student.

### Parents and/or guardians will:

- Supervise their child's/children's use of the Chromebook, Internet and email.
- Discuss their family's values and expectations regarding the use of the Internet and email at home.
- Report to the school any problems with the Chromebook.
- Not attempt to repair the Chromebook or have the Chromebook repaired, nor attempt to clean the Chromebook with any procedure other than those directed by the District.
- Not download, install, or access software/tools of any kind on the Chromebook without consent from the District.
- Not attempt to remove programs, management or other profiles, or any files (other than their child's/children's productivity or classroom files) from the Chromebook, or attempt to alter any items in the settings or on any application on the Chromebook without prior consent from the District.
- Ensure that their child/children charges the battery nightly.
- Understand that their child is expected to bring the Chromebook to school each day as part of the essential tools necessary for the educational process.
- Supply their child a pair of earbuds to use at school each day.
- Agree to return the functioning Chromebook and functioning charger to school when requested or upon their child's/children's withdrawal from the District. Failure to return all items in good condition will result in a fine for replacement.

## STUDENT RESPONSIBILITIES

The Student Chromebook is an important learning tool and is to be used for educational purposes. In order to take the Chromebook home each day, the student must be willing to accept the following responsibilities:

The student will:

- Follow the policies and procedures of the District, including the Student Code of Conduct and the Acceptable Use Policy, and abide by all local, state, and federal laws when using the Chromebook at home, school, and any other locations.
- Not download, install, or access software/tools of any kind on the Chromebook, without consent from the District.
- Not attempt to remove programs, management or other profiles, or any files (other than personal productivity or classroom files) from the Chromebook, or attempt to alter any items in the settings or on any application on the Chromebook without prior consent from the District.
- Treat the Chromebook with care at all times. Negligence may include, but not be limited to, dropping, getting wet, leaving outdoors, picking keys off the keyboard, cracking a screen, leaving in a vehicle, or using with food or drink nearby.
- Not lend or permit anyone to access or use the Chromebook, including friends or siblings; the Chromebook will stay in the student's possession or an approved secure location.
- Keep all accounts and passwords assigned to them secure, and will not share these with any other students.
- Recharge the Chromebook battery each night. The battery may or may not last a full day, depending on the amount and type of usage. The student may need to find an outlet during the day to recharge their batteries. Teachers are not expected to make special accommodations or give special consideration during class for students with Chromebooks that are not adequately charged. It will be the teacher's decision how to handle charging in individual classrooms.
- Bring the Chromebook to school every day. Teachers are not expected to make special accommodations or give special consideration for a student that forgets their Chromebook.
- Bring a pair of earbuds to use at school each day.
- Report to the school any problems with the Chromebook.
- Not attempt to repair the Chromebook or have the Chromebook repaired, nor attempt to clean the Chromebook with any procedure other than those directed by the District.
- Agree that email (or any other computer communication) will be used only for appropriate, legitimate, and responsible communication.
- Agree to return the Chromebook and charger to school when requested or upon their withdrawal from the District. Failure to return all items loaned to the student in good condition will result in a fine for their replacement.
- Not share personal information about self or others while using the Internet unless required for a school assignment or activity. This includes name, age, address, phone number, or school name. The student agrees to be responsible, accurate, and careful when it is necessary to give personal information (i.e., district approved subscription website)
- Provide the Chromebook for inspection if the District requests.

## DIRECTIONS

\_\_\_\_\_ Read through this packet

\_\_\_\_\_ Select an insurance option (Purchase Insurance OR full self-pay) - Page 6

\_\_\_\_\_ Purchase insurance (annually) by going to <https://payschoolscentral.com/>

-- Directions can be found at <https://www.wls4kids.org> > Parent Resources > 1-to-1 Information

\_\_\_\_\_ Complete and sign Parent/Guardian Agreement Signature Page - Page 7

\_\_\_\_\_ Submit Parent/Guardian Agreement Signature Page and insurance proof to school

## INSURANCE OPTIONS FOR 2020-2021 (PURCHASE ANNUALLY)

### WLS Yearly Insurance Plan

Parent/guardian purchase insurance for each student at <https://payschoolscentral.com/>  
**- A new plan is required each school year.**

#### Prices for 2020-2021

|  |          |
|--|----------|
| Purchase Insurance                                   | \$15.00  |
| Replacement Charger                                  | \$10.00  |
| Replacement screen, keyboard, camera, touchpad, etc. | \$25.00  |
| Lost / Stolen / Beyond Repair                        | \$100.00 |

### No Insurance (Full Pay)

If you do not purchase the insurance you are agreeing to pay the full replacement costs as listed below.

#### Prices for 2020-2021

|  |          |
|--|----------|
| Replacement Charger                                  | \$20.00  |
| Replacement screen, keyboard, camera, touchpad, etc. | \$50.00  |
| Lost / Stolen / Beyond Repair                        | \$200.00 |

### Device is Damaged

- Turn in Chromebook at Building Chromebook Depot for loaner unit
- WLS will add repair charges to PowerSchool Student Fees
- Pick up repaired unit when informed

### Device is Stolen

- File a police report, turn in copy to building
- WLS will add repair charges to PowerSchool Student Fees
- Pick up replacement unit at Building Chromebook Depot

# WASHINGTON LOCAL SCHOOLS - 2020-2021 SCHOOL YEAR

## PARENT/GUARDIAN AGREEMENT SIGNATURE PAGE

### Option 1 – AUP, G Suite, District Chromebook Loan (student takes home Chromebook)

- The student will be issued a district owned Chromebook to take home each night.
- The student will have the Chromebook fully charged and ready to use every school morning.
- The parent/guardian and student agrees to the Acceptable Use Policy #5514 and G Suite Access Permission.
- **Insurance Options**
  - o **A) Insurance Plan:** Parent/guardian agrees to pay for the optional insurance through one2onerisk.com and agrees to pay any deductibles for damage, repairs and/or replacements needed as posted.
    - Copy of plan must be submitted with this form as proof of insurance
  - o **B) Self-Pay:** Parent/guardian agrees to pay for any damage, repairs and/or replacements needed according to the fee schedule.

### Option 2 – (Daily Borrow) is no longer available

### Option 3 - AUP, G Suite, Student/Family Provided Chromebook (Bring Your Own Device)

- The student will have a personal Chromebook fully charged and ready to use every school morning.
- The district will not be able to repair or replace a personal Chromebook
- The parent/guardian and student agrees to the Acceptable Use Policy #5514 and G Suite Access

### Option 4 – AUP Only (no Chromebook, no G Suite, no eMail – can use computer at school)

- The parent/guardian and student agree to follow the Student Acceptable Use Policy #5514
- The student will not be issued a G Suite Account. Without a G Suite Account, the student:
  - o Is not permitted to borrow or operate a Chromebook
  - o Is not permitted access any resources provided by teachers and fellow students through G Suite
- The student will be able to log into a district computer for working on documents stored on the district internal network.
- The student will have filtered / monitored access to the Internet via a district networked computer

### Option 5 – No access to technology / No Internet / No Computer / No Chromebook

- The parent/guardian refuses all technology access for the student.
- There are no ‘generic’ or ‘loaner’ accounts for accessing the Internet or for creating documents using any type of computing device.

Option Selected:  
(write 1, 2, 3, or 5)

\_\_\_\_\_

- 1A) Insurance Program
- 1B) Self - Pay Program

Student ID:

\_\_\_\_\_

Student Name (Please Print)

Student Signature

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date