

## Washington County Department of Education – Coronavirus School Closure K-8th GRADE STUDENT CHROMEBOOK - CONTRACT AGREEMENT

It is understood per this contract agreement that your child does not have a device to use at home during the Coronavirus school closure, and because your home has Wi-Fi/internet connection you have the opportunity to check-out a Chromebook to keep at home until normal school operation is resumed this school year or until the last week of May 2020 not to extend beyond June 1<sup>st</sup>, 2020. As a tool with a role in the daily educational process, it is imperative to establish procedures and guidelines for the appropriate use of this device. This Washington County student will be issued a Chromebook, which is the property of the Washington County Department of Education.

The student will receive a Chromebook and a charger. At all times, the legal title of the Chromebook is in the possession of the Washington County Department of Education. The student's right of possession and use is limited to and conditioned upon their full and complete compliance with this Agreement and the District's Acceptable Use of Computer Networks and Resources Policy and Regulation. The student has no right of confidentiality when using the Chromebook. Contents of email, information regarding internet usage, and network communications may be reviewed at the sole discretion of the District.

As a recipient of a district issued Chromebook, the student receiving the device and his or her parent(s)/guardian(s) signing this form agree to the following:

- **Device Use:** The student should use the assigned device for educational purposes only. The student shall comply at all times with the Washington County Student Handbook and Code of Conduct, including the Acceptable Use of Computer Networks and Resources Policy and Regulation. The use of each device assigned to the student is subject to the acceptable use guidelines described in the District's Board of Education policies and regulations. Failure to comply may result in the immediate termination of the student's rights of possession and the District may repossess the Chromebook.
- **Student's Right to Use and Possess the Chromebook:** The student's rights terminate as of June 1<sup>st</sup>, 2020, unless otherwise terminated earlier. A student's failure to return the property in a timely manner by June 1<sup>st</sup>, 2020 will be considered unlawful appropriation of Washington County Department of Education property.
- **Chromebook Use Each Day of Classwork:** All rules and regulations that are in effect during a school day extend to home use of the Chromebook.
- **Inappropriate Content:** Inappropriate content will not be allowed on Chromebook devices. The presence of inappropriate material, including but not limited to pornographic material; inappropriate language; weapon-related content; alcohol, drug, and/or gang-related symbols or pictures, will result in disciplinary action and possible loss of Chromebook privileges.

- **Loaning or Borrowing Chromebooks:** The student shall NOT loan his or her Chromebook to other students or borrow a Chromebook from another student.
- **Required Accessories:** There are no specific required accessories at this time for the Chromebook. Any additional items such as a case can be purchased by the individual student.
- **Manufacturing Defects and Technical Problems:** Any manufacturing defects of the assigned device should be brought to the immediate attention of the Technology Department by contacting the school principal immediately.
- **Modification of the Chromebook:** The student shall not modify the Chromebook in a way that will permanently alter it, either physically and/or electronically, other than as instructed by an administrator or other school personnel. The student is not permitted to apply marks, stickers, or other decorations to his or her assigned Chromebook. Any alteration or destruction of a Chromebook or charger will result in the student having to pay for its replacement. The student Chromebook will be labeled by The Washington County Department of Education to identify and track each device. Each Chromebook will be identified by a serial number and a CER label. The student is prohibited from altering these identifying marks.
- **Damage Fee:** Refer to the Chromebook Annual Usage Fee Form as to what is covered and excluded. Similar to textbooks, the student is responsible for maintaining his or her Chromebook in proper working condition. The student is NOT to place stickers or any adhesive decoration to his or her Chromebook. All devices, regardless of condition, will be returned to the Technology Department at the end of the 2019-2020 school year for routine summer maintenance.
- **Lost Device Fee:** The student is responsible for the security of his or her Chromebook. The device should be kept with the student. The student's responsibility and obligation for the Chromebook is the same as any district-issued textbook.
- **Software and Applications:** The Technology Department reserves the right to audit and remove any software in the student assigned device at any time. The Technology Department may require the installation of software that will have access to personal information stored in the student assigned device.
- **Electronic Recording Capabilities:** Any electronic recordings obtained with the device must be for instructional/educational purposes only. The student must obtain prior approval from a staff member in order to use the audio, image, or video recording capabilities of the device. The student should ask all individuals being recorded for their permission before starting to record. No recording should start without the permission of all individuals being recorded. In addition, electronic recordings obtained with the device

may not be shared, published or re-broadcasted for any reason by the student without obtaining the permission of the district and all individuals present in the recording.

- **Privacy:** The Washington County Department of Education reserves the right to examine, restrict, or remove electronic data from devices assigned to students. The student and his or her parent(s)/guardian(s) understand the assigned device may record or collect information on the student's activity or the student's use of the device. The student and parent(s)/guardian(s) further understand that all communication sent or received while connected to The Washington County Department of Education network infrastructure and services can potentially be recorded and archived. The District reserves the right to share any of such archived records with law enforcement authorities if deemed appropriate by the District. In addition, the District reserves the right to use the geolocation features of the device to track its location in case it is lost or stolen. The District shall not use any of the recording or geo-location capabilities of the device in a manner that would violate the privacy rights of the student.
- **Access to Internet Material:** In accordance with the "Children's Internet Protection Act" (CIPA), The Washington County Department of Education will use appropriate filtering measures to limit the exposure of the student to indecent or objectionable material on the internet while the device is connected to the school network. Furthermore, District staff will monitor student use of the device while on campus and provide guidance in the appropriate use of the device and the access to the global Internet. Parents/guardians understand that district Internet filters are not in place for the Chromebook when used at home, agree to monitor the student use of the device while off campus, and are encouraged to establish rules of usage with the student.
- **Data Security/Intellectual Property/Academic Integrity:** Students are responsible for the security of the data stored on his or her district assigned device. No passwords or login information should be shared with any classmate. The student recognizes that all content created on a district device and using a district Google account is not subject to intellectual property claims. The student further recognizes that all activity should follow the expectations for Academic Integrity.

To accept a Washington County Department of Education Coronavirus School Closure K-8<sup>th</sup> Grade Student Chromebook and accessories, I/WE acknowledge the following:

#### **STUDENT**

- I have read and understand the information and terms outlined in the Washington County Department of Education Coronavirus School Closure K-8<sup>th</sup> Grade Chromebook Parent/Student Contract Agreement Form and its referenced district policies.
- I will abide by the policies of the Washington County Department of Education as well as abide by all local, state, and federal laws.

- I understand that the Chromebook is the property of the Washington County Department of Education provided as part of my educational tool set. School personnel may request access to the device anytime, and I, the user, should assume no privacy.
- I understand that I am responsible for the care of this device. I will take the necessary precautions to keep the device in good condition. I will not attempt to repair the Chromebook or take it somewhere else to be repaired. I will report any problems that I encounter and submit it to the Technology Department for review and repair by immediately contacting the school principal.
- I accept responsibility, up to and including, the cost of replacing the equipment if the device is lost or intentionally damaged.
- I will not let anyone other than myself use the device and will not share my username and/or passwords with anyone.
- I understand that any files saved under my account will be for the purpose of school-related activities. Therefore, I will follow the appropriate policies and procedures outlined in the Washington County Department of Education Coronavirus School Closure K-8<sup>th</sup> Grade Chromebook Parent/Student Contract Agreement Form.
- I acknowledge that the Washington County Department of Education provides internet filtering for inappropriate materials and content on the device at school and outside the district. A Washington County Department of Education's internet filter is applied to district-issued Chromebooks regardless of location.
- I will charge the Chromebook battery nightly.
- I agree that social networking or any other electronic communication should be used only for appropriate, legitimate, and responsible communication. I will immediately notify a teacher, school official, or parent if receiving an email containing inappropriate or abusive language, or if the subject matter is questionable.
- I will keep my device in a secure location when not in use (locked up when possible).

#### **PARENT/GUARDIAN**

- I am responsible for my child's use of the Chromebook at home.
- I will make sure that my child recharges the Chromebook battery nightly.
- I agree to return the Chromebook to the district when requested and/or upon my child's withdrawal from the Washington County school district.
- I understand and agree that I am responsible to the district for the cost of repair or replacement of the Chromebook that is damaged, lost, or stolen as a result of my child's intentional act, neglect, or abuse of the laptop or because of my failure to follow Board Policies, rules and guidelines, including this agreement.
- I have read the Washington County Department of Education Coronavirus School Closure Chromebook Parent/Student Agreement Form and understand the terms and conditions outlined in the handbook and the referenced the Washington County Department of Education's policies and procedures.

**RESPONSIBILITY for DAMAGED CHROMEBOOKS**

- In the event the Chromebook is damaged, it will be at the administration’s discretion to determine if the damage was intentional or accidental. The district reserves the right to assess a fine not to exceed the full cost of the repair or replacement cost for any damages due to negligence or intentional misuse.

In order for a student to receive a personal Chromebook, the principal or designee must first receive this Coronavirus School Closure Chromebook Student Agreement Contract Form signed by both the student and his or her parent(s)/guardian(s).

By signing below, the student and parent(s)/guardian(s) acknowledge that they read and understand and agree to be bound by the terms and conditions outlined in the Washington County Department of Education Coronavirus School Closure Chromebook Parent/Student Agreement Contract Form and the referenced policies contained therein.

The parent(s)/guardian(s) hereby acknowledges their agreement to be responsible for:

- the return of the Chromebook
- the payment of the replacement cost of the Chromebook and accessories in the event of the loss, damage, or theft of the device (absent immediate notification and the filing of a police report).

Student Name

Student Signature

Date

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Parent/Guardian Name

Parent/Guardian Signature

Date

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Chromebook Serial Number: \_\_\_\_\_

Initial to confirm:

Assigned email \_\_\_\_\_

Charger \_\_\_\_\_

Email password \_\_\_\_\_

Return Check-In:

Return Signature \_\_\_\_\_

Phone Number \_\_\_\_\_

