



## 2018-2019 CCSD Google Chromebook Student Agreement (Acceptable Use Policy)

The Chillicothe City School District (CCSD) is pleased to be able to offer our students access to a Google Chromebook to advance their education. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. Students, you are responsible for the general care of the Chromebook that was issued to you by the Chillicothe City School District.

### 1. Saving documents on Google Docs

Students will be logging into our CCSD Google Apps for Education domain and saving documents to students.ccsd.us. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access. The Chillicothe City School District makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

### 2. Software on Chromebooks

All software and apps on the Chromebooks will be installed and managed wirelessly by the District. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed, wirelessly, as they are recommended and approved by teachers and site administrators.

### 3. Chromebooks must be brought to school each day in a fully charged condition.

Students need to charge their Chromebooks each evening. In cases where use of the Chromebook has caused batteries to drain, students may be able to connect their computers to a power outlet in class.

### 4. Non-Functioning Chromebooks

Chromebooks that are broken, or fail to work properly, must be taken **immediately** to the Chillicothe Chromebook Help Desk. If deemed necessary, the Chillicothe Chromebook Help Desk will issue a replacement. After the second break, the third device will result in a disciplinary action by the building principal and the principal will provide a plan for the students to use the device at the school with improved responsibility by the student.

### 5. Protect the Chromebook by following these rules:

The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not remove the students.ccsd.us domain from the Chromebook.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not remove the Chillicothe Schools plastic cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Chillicothe City Schools.
- Chromebooks must never be left in an unlocked car or any unsupervised area.
- Students are responsible for charging their Chromebook battery before the start of each school day.

- Students may be selected at random, by teachers or administrators, to provide their Chromebook for inspection for damages or misuse.

**6. Chromebook Check-In**

Chromebooks will be returned to the Chillicothe Chromebook Helpdesk during the last two weeks of school. If a student transfers out of CCSD during the school year, the Chromebook must be returned at the time of withdrawal. If a student’s Chromebook and/or AC power adaptor have been damaged or defaced, the student will be billed, either for the repair or replacement of the Chromebook, the adaptor, or both during the year-end check out, or when the student withdraws from the CCSD.

If a student’s Chromebook is not returned during year-end check-in or upon transferring out of district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student’s Chromebook, the student will be billed for the replacement of the Chromebook, the adaptor, or both by adding the cost of the equipment to the student’s school fees. Failure to pay fees in a timely manner will have consequences that could result in the student’s inability to participate in graduation ceremonies, among other things.

**7. Chromebook Costs**

Students are responsible for all physical damage done to their Chromebook. The cost will be what the school district has to pay for the replacement parts, unless the student’s parent/guardian purchases Chromebook insurance.

**Consequences for Violations:**

Violations of these Acceptable Use Policy rules may result in disciplinary action. Consequences may include, but not be limited to, the loss of a user's privileges to use the school's information technology resources. Further disciplinary actions may be imposed in accordance with the Code of Conduct up to and including suspension, or expulsion, depending on the degree and severity of the violation.

**Supervision and Monitoring**

The use of District-owned information technology resources is not private. School and administrators, and their authorized employees, monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators and teachers reserve the right to examine devices (personal or school owned) in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

**Disclaimer of Liability**

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage, or loss, incurred by a user, or any subsequent party, by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation, or inability to use the system.

**Student Disclaimer**

With the increased access to informational technology and the privilege that comes with technology, is greater student responsibility to appropriately use the technology and monitor their own behavioral and acceptable use of this resource.

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

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Student Name (printed)	Student Signature	Date
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## 2018-2019 Chillicothe High School Chromebook Insurance Policy

The Chillicothe City School District has issued Chromebooks to all students who attend Chillicothe High School. In addition, we have put into place two options from which students and parents/guardians may choose in order to help protect this investment.

Students and parents must choose one of the following two options:

### **Option 1: Chromebook Insurance Policy**

Purchase a Chromebook Insurance Policy for \$40 (payable to Chillicothe City Schools) within the first three weeks of school or from date of enrollment at Chillicothe High School. This insurance will cover a student's Chromebook for up to three breaks. Once a student's Chromebook has been damaged three times, regardless of the amount of damage (unless it is a mechanical failure of the computer), the student will no longer be issued a Chromebook.

Once a student who has insurance reaches two breaks, a letter will be issued to the parent/guardian which indicates that one more break will result in the student's loss of Chromebook privileges. After the third break, a student has reached the maximum amount of damage covered by the insurance, and a letter will be sent to the student's home outlining the three breaks that occurred and the dates of the breaks.

\*\* If a Chromebook is lost, insurance will NOT cover the cost of replacing the Chromebook.

\*\*\*If a Chromebook is stolen, insurance will ONLY cover the theft if there is a police report filed and a copy of said report submitted to the Chillicothe High School Main Office.

### **Option 2: No Chromebook Insurance Policy**

If a student or parent/guardian declines the insurance, repair fees will be assessed for the Chromebook as the break occurs. The procedure for a student who breaks a Chromebook will be as follows:

1. The student will take his/her Chromebook to the Google Help Desk to be sent off for repairs.
2. While repairs are occurring, a Loaner Chromebook will be issued.
3. Weekly, Chillicothe High School will generate letters that are issued to any student who had a break that week. This letter will include the date of the break, the cost to repair it, and indicate that the student will not receive his/her originally issued Chromebook back until this fee is paid.
4. Upon completion of repairs, the Chromebook will be returned to the Chillicothe High School office, where it will be stored until payment for damages has been received.
5. Once the fee is paid, the Loaner Chromebook will be collected and the original Chromebook will be reissued to the student.

If, during the time in which a Chromebook is being repaired, the Loaner Chromebook incurs damages, the student will be required to take the Loaner Chromebook to the Google Help Desk for repairs. No further Chromebook will be re-issued until all repair fees, for both devices, have been paid in full.

If a parent chooses not to enroll in the insurance the first semester but would like to for the second semester, there will be an "open enrollment" period for the first three weeks of the new semester.

After the insurance enrollment window closes (**September 25, 2018 - Semester 1** and **February 19, 2019 - Semester 2**), a student will automatically be enrolled in "Option 2".

\*\* If a Chromebook is lost, the full cost of Chromebook replacement is assessed.

\*\*\*If a Chromebook is stolen, a Chromebook will be replaced if there is a police report filed and a copy given to the Chillicothe High School Office.



**2018-2019 Chillicothe High School Chromebook Insurance Policy Enrollment Form**

Please read this entire document to determine if you choose to opt in to the Chromebook Insurance Policy. If you elect to opt in to the insurance plan, this completed form and payment is due within **three weeks of the start of school or your enrollment date**.

**Coverage and Benefit**

This agreement covers the Chromebook assigned to the student against damage up to three (3) breaks. Coverage is 24 hours per day. **LOST OR STOLEN DEVICES ARE NOT COVERED UNLESS A POLICE REPORT IS FILED.**

**Effective and Expiration**

This coverage is effective from the date this form and payment are received by the school through the date at which the Chromebook is required to be returned in good order to the school (at the end of the current school year).

**Premium**

The total premium cost is \$40. The Chromebook Insurance Policy is not refundable or prorated.

It is agreed and understood that:

- Participation is totally voluntary. If a student does not participate, he/she and his/her parent/guardian will be responsible for any costs associated with repairs.
- A separate application will be needed for each Chromebook covered.

Again, the Chromebook Insurance Policy will only cover up to three (3) breaks per device per school year. Payment is due within **three weeks of the start of school or your enrollment date** for the plan to be in effect.

\*This fee is not eligible to be waived.

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Student's Name (Last, First) Grade

\_\_\_\_\_

Street Address

\_\_\_\_\_

Phone Number

\_\_\_\_\_ YES, I would like to participate in the Technology Protection Plan (\$40 per year per device).

\_\_\_\_\_ NO, I do not wish to enroll in the Technology Protection Plan and will pay for Chromebook damage as it occurs. (If no form is submitted, this option will automatically be selected for your student(s)).

\_\_\_\_\_

Parent / Guardian Signature Date

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**Office Use Only**

Payment Date: \_\_\_\_\_ Check # \_\_\_\_\_ Receipt # \_\_\_\_\_

Deborah Swinehart, Superintendent Deborah Lawwell, Treasurer



## 2018-2019 CHS Signature Page

### Entire Agreement Indemnity

Conditions as stated in this document are applicable to the Chillicothe City School District. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written computer agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Ohio, United States of America. I understand and will abide by the above terms and conditions for the Internet. I further understand that violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School disciplinary action and/or appropriate legal action may be taken. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or another computer outside the School District's network.

User agrees to indemnify and hold harmless the Chillicothe City Schools, its administration, employees, Data Acquisition Site and agents from any liability, damages, or losses whatsoever resulting from user's negligence or intentional acts or omissions involving Chillicothe City Schools' Internet System.

USER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

BUILDING \_\_\_\_\_

### Student Handbook, Code of Conduct and Attendance Standards, and Acceptable Use Policy

The policies and rules in this Student Handbook and Code of Conduct apply to student attendance, the school day, and additional information about Chillicothe City schools and district and building policies. I acknowledge receiving and reviewing an electronic copy of the Student Handbook, the Code of Conduct and Attendance Standards, and the Computer Agreement Standards. I am aware that these documents have been approved by the Chillicothe Board of Education. I also acknowledge having said documents reviewed by school personnel, being instructed to read and study the rules, and being told to share them with my parents/guardians for their review and general information.

Student's Printed Name \_\_\_\_\_

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

Teacher's Signature \_\_\_\_\_