

ReNEW Chromebook Responsible Use Agreement

Program Purpose

The ReNEW Chromebooks for Learning deployment is to promote high levels of student engagement for all students. Increasing access to technology is essential to build upon college and career readiness skills. ReNEW wants all students to be responsible digital citizens, thrive intellectually, personally, physically, and creatively.

The policies, procedures, and information within this document serve as information for students and parents/guardians. Teachers may set additional requirements for Chromebook use in their classroom. In addition, forms are provided that must be signed by the parent/guardian and student before a Chromebook and account will be issued.

General Information

Acceptable Use Guidelines

Students are responsible for their own behavior at all times in accordance with the ReNEW District Handbook for Students and Parents, ReNEW Instructional Technology Use Policy and this ReNEW Chromebook Responsible Use Agreement. Please refer to the discipline provisions found in the above policies with respect to violations.

Distribution of the Chromebook

Chromebooks will be distributed near the beginning of the school year as needed to support virtual instruction. The procedure for distribution of Chromebooks will be established at each school.

Logging into a Chromebook

Students will log into their Chromebooks using their school issued account. Students should never share account passwords with others.

Returning the Chromebook

A ReNEW Chromebook is being loaned to the student for educational use during the school year. This device is the property of ReNEW and must be returned at the end of each school year. Instructions for such will be given at that time. Students with unpaid Chromebook related fines or unreturned Chromebooks from prior school years and/or prior schools will not be issued a Chromebook for the current school year until fines are paid. If a Chromebook is not returned, the parent/guardian will be held responsible for payment in full. It is understood that the intentional failure to return the Chromebook to the school will constitute theft of district property and will be reported as necessary.

Limitation of Liability

ReNEW is not responsible for damage or harm to persons, files, data or hardware. Chromebooks employ filtering technologies and other safety and security mechanisms, but there is no guarantee as to their effectiveness. ReNEW will not be responsible, financially or otherwise, for unauthorized transactions conducted over the device or the school network.

Digital Citizenship

School-issued Chromebooks should be used for educational purposes, and students are to adhere to ReNEW policies and all of their corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

(1) Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

(2) Protect Yourself

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources. I will not meet anyone in real life that I have met online without parental permission.

(3) Respect Others

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people.

(4) Protect Others

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

(5) Respect Intellectual Property

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

(6) Protect Intellectual Property

I will request to use the software and media others produce. I will use available free and open source alternatives rather than pirating software.

Caring for your Chromebook

The student is responsible for the general care of the Chromebook which has been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher.

General Precautions

- I will insert and remove cords and cables carefully.
- I will **not** remove any case or cover issued by ReNEW.
- I will keep my Chromebook free of any stickers, writings, or drawings that are not the property of the ReNEW.
- I will close the Chromebook gently on a flat surface and ensure that there is nothing on the keyboard that could prevent full closure.
- I will not eat or drink near any Chromebook.
- I will not charge external devices using the USB ports on my Chromebook (phones, etc...)
- I will not place any heavy objects or drop any objects on the Chromebook.
- I will not block air flow around the Chromebook when it is on.
- I will not expose the Chromebook to extreme heat and cold, and I will keep them out of direct sunlight or out of any area that could harm them.
- I will not remove or interfere with identification placed on the Chromebook by ReNEW, including, but not limited to tags, serial numbers, labels, etc.
- I will not leave my Chromebook unattended.
- I will carry my Chromebook with the lid closed.
- I will keep my device clean to the best of my ability

Screen Care

- I will use only my fingers to touch the keyboard or screen.
- I will not spray or wipe my Chromebook with any household cleaning product or wipes. I will use only a soft, dry microfiber cloth or anti-static cloth.
- The hinge of the screen will only open to a slight angle. I will not attempt to open the screen beyond this stopping point as the screen will break if forced.

Video Teleconferencing

- Your student may have the opportunity to participate in distance or remote learning via video and/or audio conferencing. As classrooms may operate virtually, observations will also occur virtually which may require recording by the teacher of the virtual or hybrid classroom.

Managing Digital Work with a Chromebook

Google Apps for Education is a suite of applications (word processing, slideshow presentations, spreadsheets, etc.) that allows a user to create different types of online documents. These documents are embedded with tools that allow users to collaborate in real time with other people. A user can store their documents, as well as other files, in the cloud.

- With a wireless Internet connection, one can access documents and files from any Chromebook or mobile device, anywhere and at any time.
- All items will be stored online in the Google Cloud environment.
- All files should be stored in Google Drive, so there's no need to worry about lost homework.
- ReNEW supports the privacy of electronic mail, users must assume that this cannot be guaranteed.
- Students are limited to emailing each other and teachers.
- If a Chromebook needs repairs, it may require a reload of the operating system. This reload will delete all files stored locally on the Chromebook. The student will need to save all needed files to their Google Drive.
- ReNEW Chromebooks can only use wireless internet connections.
- USB peripherals other than mice, keyboards, and headphones are not permitted

Software on Chromebooks

Originally installed Software:

Chromebook software is delivered via the Chrome Web Store. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. From time to time the district may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the district as well.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by ReNEW

Damaged Equipment

Accidental Damage vs. Negligence/Intentional Damage

Accidents do happen. There is a difference, however, between an accident and negligence or intentional damage. The price that the District paid for the Chromebook includes: the Chromebook, case and charger. After investigation by school administration, if the Chromebook is deemed to be intentionally or negligently damaged by the student, the student may be subject to discipline and/or the cost of repair or replacement.

Consequences

The privilege of having a computer comes with a new set of responsibilities and new consequences. Violations of this Chromebook Policy may have consequences, including but not limited to:

- Notification to parents/guardians;
- Suspension of network, technology, or Chromebook privileges;
- Complete loss of Chromebook;
- Detention or suspension from school and school-related activities; and/or
- Legal action and/or prosecution.

Chromebook Damage Fees

- Broken Screen \$50
- Missing Key \$5 per key
- Missing or destroyed computer \$250
- Missing Charger \$25

ReNEW Schools Responsible Use Agreement

Your signature below indicates that you have read, understand, and agree to abide by the terms and conditions of the ReNEW Chromebook Responsible Use Agreement and all associated policies it references. School administrators reserve the right to examine, use, and disclose any data found on the ReNEW networks in order to further the health, safety, discipline or security of any student or other person or to protect property. I understand that I may face disciplinary action if I do not abide by the policies set forth.

I understand and acknowledge that the consent provided herein shall be valid as of the date of signature and shall remain valid and in effect unless written notice of termination is provided to the school my child is attending at the time of consent termination. Such termination does not apply to information generated or released prior to receipt of consent termination. Termination is effective beginning at 4:30 p.m. local time the day after receipt.

Student:

I have read the rules for using the ReNEW Schools’s Chromebook and shall ask my parent/guardian or an adult at my school for clarification if I do not understand what any of them mean.

First Name: _____ Last Name: _____

School Name: _____ Grade: _____ Date: _____

Student Signature:

Parent/Guardian:

First Name: _____ Last Name: _____

Parent/Guardian Signature:

Date:

ReNEW Student Device Damage Coverage

Your signature below indicates that you have read, understand, and agree to abide by the terms and conditions of the **ReNEW Chromebook Responsible Use Agreement** and all associated policies it references. School administrators reserve the right to examine, use, and disclose any data found on the ReNEW networks in order to further the health, safety, discipline or security of any student or other person or to protect property. I understand that I may face disciplinary action if I do not abide by the policies set forth.

Student:

I have read the rules for using the ReNEW Schools' Chromebook and shall ask my parent/guardian or an adult at my school for clarification if I do not understand what any of them mean.

First Name: _____ Last Name: _____

School Name: _____ Grade: _____ Date: _____

Student Signature:

Parent/Guardian:

I have read and understand the fees associated with a damaged chromebook

First Name: _____ Last Name: _____

Parent/Guardian Signature:

Date: _____