

# Central R-3 School District Parent/Student Chromebook Handbook and User Agreement 2022-23

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## Terms of the Chromebook Use

### **Terms:**

Please read and sign the Central R-3 School District's Parent/Student Chromebook User Agreement. You must comply at all times with the Central R-3 School District's Parent/Student Chromebook Handbook and Student Acceptable Use Agreement (AUP) and all of its contents. Any failure to comply may end your rights of possession effective immediately and the District may repossess the property.

### **Title:**

Legal title to the property is with the District and shall at all times remain with the District. Your right of possession and use is limited to and conditioned upon your full compliance with this Agreement and the Parent/Student Chromebook Handbook.

### **Insurance:**

Insurance Protection against breakage, damages, loss and theft is available and highly recommended, but not mandatory. If you choose **not** to purchase insurance and the computer is damaged, lost or stolen, you are responsible for all repairs and/or replacement. Insurance Forms are available through the High School Principal's Office, Middle School Principal's Office, West Elementary Principal's Office, and can also be found at [www.centralr3.org](http://www.centralr3.org), under "Departments," "Technology," "Chromebook Insurance."

### **High School and Middle School**

Insurance Protection cost per device is \$30.00 annually\* and covers one claim in full for accidental damage or breakage of any Chromebook parts. Second claim within a year will require a \$5.00 deductible. Third claim within a year will require a \$10.00 deductible and fourth claim within a year will require a \$15.00 deductible. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the fourth claim within a year will be at a total cost to the student.

Insurance Protection must be paid in full before the first claim can be processed.

Insurance will not be offered after breakage or damages have occurred.

Reimbursement of insurance for students that withdraw from the district will be prorated at \$15 per semester, with the maximum refund being \$15.00 within a given year.

*\*Annual is determined to be first of school year distribution until end of the regular school year, or end of summer school session of which your student is enrolled.*

### **West Elementary School**

Insurance Protection cost per device is \$10.00 annually\* and covers one claim in full for accidental damage or breakage of any Chromebook parts. Second claim within a year will require a \$10.00 deductible. Third claim within a year will require a \$20.00 deductible and fourth claim within a year will

require a \$30.00 deductible. Payment of each deductible is required before the unit will be repaired. Subsequent claims beyond the fourth claim within a year will be at a total cost to the student.

Insurance Protection must be paid in full before the first claim can be processed.

Insurance will not be offered after breakage or damages have occurred.

Reimbursement of insurance for students that withdraw from the district will be prorated at \$5 per semester if no claims have been made, with the maximum refund being \$5.00 within a given year.

*\*Annual is determined to be first of school year distribution until end of the regular school year, or end of summer school session of which your student is enrolled.*

### **Loss or Theft:**

**Loss or theft of the property must be reported to the District by the next school day after the occurrence. Insurance will cover 50% and student is responsible for the remaining 50% of the replacement cost only with evidence of a filed police report as described below within 24 hours of the occurrence.**

- In case of theft, vandalism, and other criminal acts, **a police report must be filed by the student or parent within 24 hours of the occurrence. Incidents happening off campus must be reported to the local police or sheriff (depending on location of incident) by the parent and a copy of the report must be brought to the school within ten school days.**
- If you choose not to purchase insurance and the computer is damaged, lost or stolen, the parent/guardian is financially responsible for all repair or replacement costs.
- In the event of a stolen Chromebook, parents/guardians may contact the Building Principal if they wish to discuss the student responsibility being waived.
- If the loss or theft is the charger/power adapter or the carrying case alone (without the Chromebook inside of it), then a police report is not needed. Insurance will cover 50% and student is responsible for the remaining 50% of the replacement cost.

### **Transfer Out Students:**

- If a transfer to another school takes place, you will have **48 hours** to return the computer (Chromebook, carrying case, and charger/power adapter) to the District. If not returned within 48 hours, property will be considered stolen and will be reported to the proper authorities. The District reserves the right to press any and all criminal charges in association with failure to return equipment.

### **Graduates:**

- Seniors must clear ALL records and pay all fees before participating in graduation.

### **Estimated Repair Pricing Resulting from Deliberate Damage or Neglect:**

All prices are based on the current cost the District must pay to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on manufacturer's current price list. The use of stickers, altering, or writing on carrying cases or computers is not allowed and will be charged for removal.

The current replacement cost of the equipment is:

<b>Item</b>	<b>Replacement Cost</b>
Chromebook (includes device & management software)	\$255
Charger/Power Adapter	\$35
Screen	\$95
Screen Cover/Top Case	\$40
Bottom Case	\$40
Keyboard/touchpad	\$56
Main System Board	\$100
Carrying Case	\$40
Camera	\$12
Power port	\$15
Full Replacement Cost (Chromebook, carrying case, & charger/power adapter)	\$295

**Repossession:**

Failure to comply with all terms of this Agreement, the Parent/Student Chromebook Handbook, and Student Acceptable Use Agreement (AUP), including the timely return of the property, the District may assess a fee for its replacement. All equipment must be returned upon request for any reason. Equipment must be returned prior to graduating or leaving the District.

**Terms of Agreement:**

Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. A fee of \$10 per day may be assessed for equipment not returned according to these terms.

**Appropriation:**

Your failure to timely return the property and the continued use of it for non-school purposes without the District's consent may be considered unlawful appropriation of the District's property.

**Use of Computers and Notebook Computers on the Network:**

Central R-3 School District is committed to the importance of a student being able to continue with their work when their Chromebook is experiencing problems. To assist with this problem the District is providing the following:

Loaner computers will be available through checkout at the Library Resource Center on a 24 hour basis or until the Technology Department has successfully repaired the unit. Students will be required to sign a loaner agreement before the loaner unit is assigned to them.

**Loaning or Borrowing Notebook Computers:**

- Do NOT loan computers or other equipment to other students.

- Do NOT borrow a computer from another student.
- Do NOT share passwords or usernames with others.

### **Internet Safety:**

There are many sites on the Internet that can be potentially dangerous to minors. To comply with the Children’s Internet Protection Act (CIPA), these sites are blocked while students are logged on to the District network. The District is committed to extending this protection no matter where the student uses their Chromebook. Therefore, the District enforces the same Internet filtering away from the District network through a proxy. This filtering is very good, however, it is not perfect. We ask that parents and guardians monitor their child’s Internet activity as an additional precaution.

## **General Notebook Computer Rules:**

### **Operating System:**

Students are not allowed to modify or reset Chromebooks to the factory default.

### **Backgrounds, Themes, and Screensavers**

- Inappropriate media may not be used as a background, theme, or screensaver.
- Passwords on screensavers and power-on screen are not to be used.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and/or gang related symbols or pictures will result in disciplinary actions.

### **Sound**

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Earphones are required and must be used.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize.

### **Transporting Chromebooks**

- Chromebooks must be transported in the District provided protective case.
- Chromebooks must be shut down and stored in a safe location when not being utilized.
- Middle School and High School Chromebooks should not be carried in backpacks or other bags. High School Chromebooks can be taken out of their carrying cases, but only for a limited time while at school if the teacher directs the students to do so for a particular use of the camera.
- West Elementary Chromebooks must be carried in their protective cases and may be carried in backpacks or other bags. West Elementary Chromebooks, however, can be transported without their protective cases while at school for a limited time if the teacher directs the students to do so.

## **Student Guidelines for Acceptable Use of Technology Resources:**

The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students’ inappropriate use of the network. Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Central R-3 School District technology resources.

- No one is permitted to connect to the District’s network via any type of wireless device without faculty or staff permission and direct supervision.
- Purchases being made. The District will install all educational applications needed to support the student’s current curriculum. The District will not be held accountable for any unauthorized purchases made from the student’s individual accounts. Nor should any expectations be made that transference of purchased items will be made upon the deletion of student’s centralr3.org Google account.

### **Websites**

- Creation and posting of Google Sites created by student's Central3.org Google account is strictly prohibited.

### **Hardware**

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to install peripherals or modify settings to equipment without the consent of the District's Technology Department.

### **Vandalism**

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, software or their configuration will result in cancellation of technology and network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

### **Videoconference and Video Chat**

- Video is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With video equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Video sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this agreement or the law. The investigation will be reasonable and related to the suspected violation.

### **Due Process**

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district acceptable use regulation and agreement, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and agreement may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

### **Limitation of Liability**

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data, privacy or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.
- The district provides content filtering but not all malicious activity can be impeded.
- The district is not responsible for goods and/or services purchased or sold through district technology resources.

## Violations of the Chromebook User Agreement

Violations of this agreement may result in loss of access as well as other disciplinary or legal action. Students' violation of this agreement shall be subject to the consequences as indicated within this agreement as well as other appropriate discipline, which includes but is not limited to:

- Verbal warning and entry in the student's cumulative record folder
- Office referral
- Parent or guardian contact
- Use of district resources only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- In-school detention
- Saturday detention
- Suspension from school
- Financial reimbursement
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The revocation of one or several of these privileges may result in the loss of course credit and possible course failure. The particular consequences for violations of this agreement shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

### References:

Patriot Act - <http://thomas.loc.gov/cgi-bin/query/z?c107:H.R.3162.ENR>:

Computer Fraud and Abuse Act - <http://www.usdoj.gov/>

Children's Internet Protection Act - <http://www.fcc.gov/cgb/consumerfacts/cipa.html>

Family Educational Rights and Privacy Act - <http://www.ed.gov/policy/gen/guid/fpc/ferpa/index.html>

Children's Online Privacy Protection Act - <http://www.coppa.org/coppa.htm>

**Central R-3 School District**  
**Chromebook User Agreement Form**

**Student Name:** \_\_\_\_\_

**School:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

*I acknowledge that I have read, understand and agree to all the terms outlined in the Central R-3 School District Parent/Student Chromebook Handbook and User Agreement. I further understand that as a user of technology resources owned and operated by the Central R-3 School District. I am responsible for my own actions.*

*I also acknowledge that Central R-3 School District cannot guarantee the privacy, security or confidentiality of any information sent or received via electronic mail. Network administrators can review my e-mail, file folders, and communications to maintain system integrity and insure that I am using the system responsibly.*

*I understand that any and all of the following sanctions outlined in the User Agreement could be imposed if I violate an agreement and/or procedure regarding the use of Central R-3 School District Technology Resources.*

*I further understand that this agreement is valid at all times that I have access to Central R-3 School District technology, and will be kept on file.*

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*I acknowledge that my child has read, understands and agrees to all the terms outlined in the Central R-3 School District Parent/Student Chromebook Handbook and User Agreement. I further understand that I am responsible for my child's actions while using technology resources owned and operated by Central R-3 Schools.*

*I also acknowledge that Central R-3 School District cannot guarantee the privacy, security or confidentiality of any information sent or received via electronic mail belonging to my child. Network administrators can review my child's e-mail, file folders, and communications to maintain system integrity and insure that they are using the system responsibly.*

*I understand that any and all of the following sanctions outlined in the User Agreement could be imposed if my child violates an agreement and/or procedure regarding the use of Central R-3 School District Technology Resources.*

*I further understand that this agreement is valid at all times that my child has access to Central R-3 School District technology, and will be kept on file.*

**Parent or Guardian Printed Name** \_\_\_\_\_

**Parent or Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_