

## **Auburn High School Chromebook Agreement**

Auburn High School (AHS) will issue a Chromebook to all High School students at the start of the Fall Semester for a rental fee of \$45 per year. Both student and parent/guardian must read through, agree to and sign the Acceptable Use Policy form and the Chromebook Agreement Signature Page before a device is issued to the student. The assigned serial number, student name and student internal identification number are recorded and referred to during the school year. By accepting the Chromebook, the student and parents/guardians understand and agree to:

- Adhere to AHS rules and regulations governing the use of AHS computers and network and will comply with all applicable copyright and other regulations regarding the use of the device.
- Will not sell, lease or otherwise grant anyone rights to the computer and/or peripheral devices.
- Provide reasonable care and maintenance of the Chromebook. Refer to the Chromebook procedures for students for further information. Will not remove any factory or school label from the machine.

### **Use & Fees**

If the Chromebook is damaged in any way, the student and/or his/her parents/guardians will be held responsible for the repairs and will be required to pay the repair fee of \$20. If a second incident occurs, an additional \$20 fee + cost of parts will be charged. The Technology Support Staff may provide loaner devices while inoperable units are out for repair. If a device is not functioning, students are encouraged to seek assistance as soon as possible with the secretarial or technology staff in their respective buildings.

Damage to the Chromebook that occurs at school must be reported to the school immediately. Damage to the Chromebook that occurs at home must be reported to the school no later than the next school day. A Chromebook repair ticket must be completed.

If a student exhibits a pattern of negligence, the Technology Support Staff will report the student to the administration for discipline in accordance with the Acceptable Use Policy and student handbook. The student and/or his/her parents/guardians will be held responsible for the full cost to replace or repair a damaged Chromebook.

In case of theft, vandalism, and other criminal acts, the student is responsible to promptly contact the local authorities and file the appropriate police report. Should the theft take place within Auburn High School, the student should immediately contact the office and file a theft report. Incidents happening off campus must be reported to the police by the parent and a copy of the report be brought to the school.

If Chromebook is lost or damaged beyond repair, the parent or guardian will be responsible for the replacement cost (\$380) of the device.

# Receiving and Returning a Chromebook

## Receiving a Chromebook

\*Parents/guardians and students must sign and return the User Agreement and Parent Permission form before a Chromebook is issued to the student.

\*Each student will receive a Chromebook and AC charger in their first week of school.

Chromebooks will be labeled and will include the serial number.

The Chromebook and district-issued email account are the property of the Auburn High School for the duration of the student's enrollment and may be made available for inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied/supported email service.

## Returning a Chromebook

\*Students will be required to turn in Chromebooks and all accessories prior to the end of school.

Returning students will be issued the same Chromebook for the following year. All items included when disbursed, including but not limited to carrying cases, carrying straps, power cords, etc will be required to be returned and undamaged.

\*Chromebooks must be returned immediately when a student transfers away from Auburn High School or terminates enrollment for any reason.

## Fines Related to a Chromebook

\*Chromebooks, district-provided sleeves or backpacks, and AC chargers are to be returned to the technology support staff, when requested, in satisfactory condition.

\*Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. Auburn High School Administration will make the final determination of any fees assessed.

\*If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report filed with the Auburn Police Department.

## Caring For the Chromebook

\*Students are responsible for the general care of the Chromebook they have been issued by Auburn High School. Chromebooks that are broken or fail to work properly must be given to the technology support staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of the Auburn High School, and all users will follow these procedures and Auburn High School's Acceptable Use Policy.

\*General Precautions:

1. While the Chromebook is considered scratch resistant, it will scratch. Avoid using any sharp object(s) on the Chromebook.
2. Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

3. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to technology support staff or the building administrator.
4. There is no “jail breaking” or attempting to change the operating system of this device.
5. Never throw, slide or pick up a Chromebook by its screen.
6. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
7. Chromebooks and provided sleeves or backpacks must remain free of any writing, drawing, stickers, or labels that are not the property of Auburn High School or approved by the building principal. Students may purchase their own sleeve or padded backpack if desired. Students assume all responsibility for the device.
8. Chromebooks can be remotely located. Modifying, disabling or attempting to disable the locator is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action. Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
9. Chromebooks must never be left in an unlocked locker, on top of a locker, in a car, or in any unsupervised area. Exposing the Chromebook to extreme heat, humidity or cold (i.e. leaving it in a car on a hot or cold day) will damage the device. If for some reason this situation occurs, allow the Chromebook to return to room temperature before turning it on. Chromebooks should be stored in a dry area.
10. Chromebooks should be placed vertically in the locker or in a backpack/book bag to avoid putting any pressure on the screen. Students are encouraged to carry Chromebooks in a protective sleeve or backpack. To prevent damage to the device, students must close Chromebooks between classes and when transporting it.
11. Chromebooks must be charged for school each day. This is the student’s responsibility.
12. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.

PLEASE DO NOT ATTEMPT TO CONTACT AN OUTSIDE SERVICE COMPANY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL DISTRICT.

## **Using a Chromebook at School**

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

### **3.1. Chromebooks Left at Home**

If a student leaves the Chromebook at home, a limited number of “loaner” devices **may** be available to check out. The student is responsible for getting the coursework completed as if the Chromebook were present.

### **3.2. Chromebook Undergoing Repair**

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available so having a “loaner” is not guaranteed. Exceptions to this practice will be based upon whether the Chromebook requires routine maintenance and repairs or was damaged due to negligence or abuse.

### 3.3. Charging a Chromebook Battery

- a. It is the student's responsibility to ensure that Chromebooks are fully charged for each school day.
- b. Repeated violations (a minimum of 3 days) of this procedure will result in students being required to "check-in/checkout" their Chromebook from the office staff every day for two weeks.

### 3.4. Screensavers/Background photos

- a. While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and will subject the student to disciplinary action.

### 3.5. Sound, Music, Games, Software/Apps

- a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- b. Auburn High School students are encouraged to provide their own headsets/earbuds. Headsets with microphones are encouraged to allow students to record presentations on the Chromebook without interference from background noise.
- c. Music is only allowed on the Chromebook at the discretion of the teacher. Students will not be able to use Youtube as a music source (This is an issue with bandwidth).
- d. All software/apps will be provided by the district. Data storage will be through apps on the Chromebook, i.e., Google Docs, Notepad, etc.
- e. Internet games other than those assigned by the student's teacher are not allowed on the Auburn High School Chromebooks.

### 3.6. Legal Propriety

- a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the technology support staff.
- b. Plagiarism is a violation of the Auburn High School Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- c. Use or possession of hacking software is strictly prohibited, and violators will be subject to Auburn High School discipline. Violation of applicable state or federal law may result in criminal prosecution.

### 3.7. Printing

- a. Students will be given information and instruction on printing with the Chromebook at school.

### 3.8. Home Internet Access and Internet Filtering Policy

Auburn High School will install internet filtering on the Network that meets the federally regulated Child Internet Protection Act. Although the district does make every effort to block inappropriate material on school systems, it's important for parents/guardians to monitor activity on their child's electronic devices and understand that nothing is foolproof. We recommend that parents/guardians take an active role to view what content students are viewing on Chromebooks outside the classroom setting. Students removing filtering software and/or bypassing filtering (proxy redirectors, etc.) will be disciplined in accordance with Student Handbook. Each student is responsible for the content viewed on their Chromebook.

### 3.9. Using the Chromebook Camera

The Chromebook comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Students are prohibited from “tagging” photos without permission of the teacher. Cameras may never be used in a locker room or restroom per the student handbook or for taking inappropriate photos and/or videos.

### 3.10. Network Connectivity

Auburn High School makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data. Students are urged to back up all files to a cloud storage applications approved by the High School.

### 3.11. No Loaning or Borrowing Chromebooks

- Do NOT loan Chromebooks or other equipment to other students.
- Do NOT borrow a Chromebook from another student.
- Do NOT share passwords or usernames with others.

### 3.12. Unauthorized Access

- Students are prohibited from accessing (“hacking”) other persons accounts or computer.

## 4. Repairing or Replacing a Chromebook

### 4.1. School District Protection

a. Auburn High School assumes responsibility for Chromebook repairs or replacement due to normal and typical daily use. The District will provide students instructions regarding the procedures for handling requested repairs on each campus. District technology staff will provide repair and replacement services and will notify the student when the Chromebook is again available for use. (Do not attempt to repair the Chromebook yourself or to have the device serviced by a third party.) **A minimum \$20 fee will be applied to a student’s account when the device is sent to be serviced. This repair option is able to be utilized only once per school year.**

### 4.2. Personal Home or Homeowners’/Renters’ Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student may be covered by the homeowners’/renters’ policy of the parent. Most homeowner/renter policies will provide some limit of coverage for the “damage to the property of others” under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners’/renters’ coverage or a personal articles policy.

### 4.3. Fee for Incidental Damage

In the case where a Chromebook or district-issued accessory is damaged by means other than normal use, wear and tear (i.e. abuse, neglect, intentional damage), the **student/parent/ guardian will be charged a minimum fee of \$20 per incident and a possible fee not to exceed replacement cost of the Chromebook.** Auburn High School Administration will make the final determination of any fees assessed.

#### 4.4. Claims

- a. All insurance claims must be reported to Auburn High School. In cases of theft, vandalism, or other acts covered by insurance, the student/parent/guardian must file a report with the Principal's Office before a Chromebook can be repaired or replaced.
- b. In the event of a lost or stolen Chromebook, Auburn High School may deploy location software which may aid in recovering the Chromebook.
- c. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

## Chromebook Agreement Signature Page

### Dell Chromebook 11 - 11.6" Screen & 16 GB SSD Storage

By signing below, the student and his/her parents/guardians agree and accept the Chromebook Agreement as presented and understand that Auburn High School owns the Chromebook, software and issued peripherals. In no event shall Auburn High School remove the device from the student's possession without prior notice. If the student withdraws from and/or is no longer enrolled at Auburn High School he/she agrees to return the Chromebook in good, working order or to pay for any necessary repair or replacement. In no event shall the student or parents/guardians hold Auburn High School liable for any claim of damage, negligence, or any breach of duty resulting from any act or omission related to the unauthorized use of the Chromebooks.

\_\_\_\_\_ I have decided to Rent (\$45 per year) a Chromebook from Auburn High School.

\_\_\_\_\_ I have purchased my own Chromebook and will pay a one-time \$35 software fee.

Print Student Name: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Chromebook Code: \_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_\_

Date: \_\_\_\_\_

Signature of Administrator

\_\_\_\_\_

Date: \_\_\_\_\_