



Shelby City Schools
Chromebook User Agreement
Technology Policies, Procedures and Information

CHROMEBOOK PROGRAM OVERVIEW

The focus of the Chromebook program at Shelby City Schools (SCS) is to prepare students for their future within a world of digital technology and information. Chromebooks encourage students to solve problems and think critically by stimulating analytical thinking. Technology immersion does not diminish the role of the teacher, but it transforms the teacher into a facilitator of learning.

The policies, procedures and information in this document apply to all Chromebooks and technology at SCS. Teachers may set additional requirements within their classroom.

CHROMEBOOK PROCEDURES

Receiving Chromebooks

Chromebooks will be distributed each fall during the first week of school. Parents & students **must** sign and return all necessary forms as well as pay the \$10 technology charge before the Chromebooks can be issued to the student.

Technology Charge

An annual technology charge of \$10 has been established for all students. Each student is to report damage, breakage or other incidents to their teacher **immediately** after the occurrence. The Technology Department will assess and consider the best course of action for repair. The device will remain in house for repair or sent to a contracted company chosen by Shelby City Schools. Please be aware of where your device is at all times! Keeping it safe and taking care of it will eliminate future issues!

Student Responsibilities

- Use technology in a respectful, responsible and ethical manner.
- Use all technology resources in an appropriate manner so as to not damage school equipment.
- Monitor all activity on your account. Always log off the computer after work is complete to protect your accounts and files. If you do not log off, any email or internet activity under your name will be considered your responsibility even if another student is responsible.

Chromebook Care

Students are responsible for the general care of the Chromebooks they have been issued by the school district. A **Chromebook that is broken or fails to work properly should be taken to the students' teacher for assistance at the time of issue/damage.** Loaner Chromebooks may be assigned as a replacement while the student's device is being repaired.

Charger Care

Students are assigned one charger per Chromebook. It is the responsibility of the student to bring their chromebook charged and ready to use daily. It is recommended that each student bring their charger to school each day. If a student forgets his/her charger or misplaces his/her charger a loaner charger will be issued for the day. The loaner charger should be returned to the school Librarian by the end of the day. If a student has a loaner charger signed out, another charger will not be given, even as a loaner. If a student has lost a charger or has a damaged charger, a replacement will be provided and the student may be charged the current price of the replacement charger.

General Precautions

- No food or drink is allowed next to your device.
- Cords, cables and removable storage devices must be inserted carefully.
- Students should never carry their Chromebooks while the screen is open.
- Chromebooks should be shut down when not in use for long periods of time to conserve battery life.
- Do not draw, write, place stickers or labels on the unit unless advised to do so by staff.
- Do not etch or deface Chromebooks.
- Never leave the Chromebooks in an **unlocked** locker or vehicle.
- Never leave a Chromebook in any **unsupervised** area.
- Students are responsible for keeping their battery charged for school each day.
- Students should not allow any other person to borrow or use their Chromebook.
- **Placing your device in a case is the best way to prevent breakage or damage.**

Screen Care

Screens can be damaged very easily, as they are particularly sensitive to excessive pressure.

- Do not lean on the top of the Chromebooks or place anything heavy (ex. book, backpack) on the lid.
- Do not poke the screen with an object or a finger.
- Do not place anything on the keyboard before closing the lid (ex. pen, pencil, notebook).
- Do not grab the screen to pull the Chromebook towards you or to pick up the Chromebook.

School Use

Your Chromebook is a tool for you to use each day at school to complete your work. Your Chromebook is to be used for school-related activities only. Students should bring their Chromebook to classes specified by that teacher.

While these Chromebooks are provided to enhance educational goals and objectives, students may find ways to access other materials that may not be considered educational or use provided hardware and/or software beyond its educational intent. Misuse could result in temporary or permanent loss of access to the internet, email or other technology privileges. Violations may result in disciplinary action.

Unsupervised Chromebooks

Under **NO circumstances** should Chromebooks be left in unsupervised areas. These areas include the school grounds and campus, commons, rotunda, theater, hallways, computer lab, locker rooms, library, unlocked classrooms and restrooms. Any Chromebook left in these areas is in danger of being stolen and will be taken to the main office. **A device that has been stolen from an unlocked, unsecured area will not be covered and payment for the replacement device may be the responsibility of the student, parent and/or guardian.**

Cyberbullying

Cyberbullying is a form of harassment over the internet or through the use of technology. Cyberbullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, digital pictures or images, website postings (including blogs), or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, or text messages. This type of behavior should be brought to the attention of administrators as soon as possible.

Chromebook Misuse Consequences

Level 1: Request/Warning: The staff member reminds the student of the rule and asks them to comply.

- Incident is recorded.

Level 2: Restriction of computer/web access: use of the computer or internet is limited within that class for the remainder of the block.

- Incident is recorded.
- Parent is contacted.

Level 3: Student's account is limited for all classes: the account is only given very limited access depending on the severity of the offense. Parents are notified of the offense, the loss of Chromebook rights and any additional disciplinary action, including but not limited to detention, Thursday school, etc.

- Incident is recorded.
- Parent is contacted.

Level 4: Administration Action: Student meets with the appropriate administrator and parent/guardian.

Possible consequences may include:

- Account may be disabled.
- Student may be suspended and/or complete Thursday schools.
- Chromebooks may be revoked for a period of time determined by the administrator.
- Administrators may refer the case to the appropriate authorities.

Returning Chromebooks

Chromebooks will be returned during the last week of the current school year. Chromebooks will be collected for maintenance, cleaning and updates. The student is required to inform SCS of any damages to the Chromebooks, including date and description of the cause of the damage before turning in the device. If a student's Chromebook is not returned during check-in or upon transferring out of the district, SCS Administration will be in charge of seeing that this equipment is returned in a timely manner.



**Shelby City Schools
Chromebook User Agreement Form**

Understanding Responsibilities

Students and parents, please initial each statement to indicate that you understand what is being asked of you.

____/____ I understand it is my responsibility to pay an annual technology charge of \$10.00.

____/____ I understand it is my responsibility to make sure that the Chromebook I have been provided is properly taken care of while it is in my possession.

____/____ I understand there may be charges if the Chromebook or accessories are damaged, lost, or stolen.

____/____ I understand that if my Chromebook is damaged in any way that I am to report the incident, the date of the damage and the cause of the damage to my teacher immediately. Delay in reporting the incident may cause the repair to be postponed. The cost of repair or replacement will fall on the student, parent and/or guardian.

____/____ I understand my school issued Chromebook may be revoked if

- I leave my Chromebook in an unsecured area including an unlocked room or vehicle.
- I purposefully damage my Chromebook or any other school issued Chromebooks.
- I lend my Chromebook to anyone.
- My Chromebook is involved in recurrent reckless activities.
- I use my Chromebook for any activity other than what is specified in the Technology Policies, Procedures, and Information Handout.

____/____ I understand it is my responsibility to return the Chromebook and charger that has been provided to me at the end of the school year. The Chromebook shall be returned in working condition. **If I leave the district to attend another school I must return the device before I withdraw from Shelby City Schools.**

Our signatures below indicate that we have read and understand all components of the Shelby City Schools Technology Policies, Procedures and Information overview and the Shelby City Schools Chromebook User Agreement Form.

Date _____

Student(print) _____ Signature _____

Parent(print) _____ Signature _____