Beebe School District

Chromebook Student User Guidelines & Contract

Beebe School District encourages the use of devices and the network, including the Internet, as a tool for research and education. All district issued devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks issued to students are the property of Beebe School District. The distribution of a Chromebook to the student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. **Before a Chromebook is issued for use at home, students and Parents/Guardians must sign our Internet Usage Agreement and Chromebook Contract.**

Students are expected to abide by the following rules and behavioral expectations both at home and within the school:

PROCEDURE FOR CHECKOUT

Chromebooks will be checked out in much the same manner as a library book. The serial number of the Chromebook, power charger adapter serial number (when present) will be recorded along with the student name and parent/guardian information. Students are responsible for all equipment checked out in his/her name. These devices will be inspected by BSD staff members once they are returned. Students are expected to check in the same serial numbered equipment as originally checked out.

Parent/Guardian must sign the Chromebook Loan agreement.

USE OF EQUIPMENT

- Students must have an Internet Usage Agreement signed by student and parent/guardian in order to use the Chromebook at home and to use the Internet.
- The school Chromebook is to be used for educational purposes only.
- The use of the Chromebook must not violate the existing Acceptable Use Policy that is currently in the Parent/Student Handbook.
- Students may not destroy, deface, or alter Chromebook equipment or files not belonging to the student.
- Students may not hide files or activity on the Chromebook.

THE NETWORK

- Engaging in online activities that are inappropriate will result in automatic termination of the student's network/Internet privileges in accordance with the Parent/Student handbook.

- Sending messages via school technology with the intent to intimidate, frighten, threaten, or bully another person is considered harassment and will have significant consequences per the Parent/Student Handbook.
- Students may not change, alter, bypass, or attempt to bypass any Chromebook security measures including filtered Internet sites.

PRIVACY

- It is a violation to share your Chromebook or your password with anyone else, or to access any account belonging to other students, faculty, or staff.

MANAGEMENT

- Since the Chromebooks belong to BSD, BSD will be monitoring all devices.
- BSD also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of BSD technology devices will result in loss of network/Internet privileges, and other consequences as per the Parent/Student Handbook.

RESPONSIBILITIES

By signing the Acceptable Use Policy and this User Agreement and Parent Permission Form, students and parents or guardians agree to:

- Submit their Chromebook to school authorities upon request. Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks do not contain any unapproved software or files.
- Accept monitoring of student usage of the Chromebooks at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files created using the Chromebook are stored on school servers and are not private.
- Protect the Chromebook from damage and theft. If the Chromebook is lost or stolen when outside of school grounds, it should be reported to the police immediately. Parents or guardians are financially responsible for any missing Chromebook that is not recovered in good working order by authorities.
- If the damage is intentional, willful or purposeful, the parents or guardians will pay the full replacement cost of the Chromebook.
- When the Chromebooks are taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

Estimated Replacement Costs

- Replacement - $300
- Screen - $50
- Keyboard/Touchpad - $52
- Power Cord - $50

General Use and Care of the Chromebooks

- Students are expected to treat their Chromebooks with care and respect.
- The Chromebook should be kept clean and free of marks at all times.
- No stickers, writing, drawing, engraving, decorations or otherwise defacing the Chromebook, power cords, battery, or otherwise defacing school property will be allowed, and doing so may result in the loss of privileges.
- Students should protect the Chromebook from extreme heat or cold. Chromebooks should be protected from the weather, water, other liquid, food, and pets.
- Heavy objects should never be placed or stacked on top of the Chromebooks. This includes books, musical instruments, sports equipment, etc.
- Students should not use their Chromebooks while walking. Always use Chromebooks on a stable surface.
- The Chromebook should never be left unsupervised. Students and parents/guardians are responsible if a Chromebook is lost or stolen.
- The Chromebook, battery, and power cord are subject to inspection at any time without notice.
- Always carry Chromebooks with care and with the screen closed.
- Never lift Chromebooks by the screen.
- Always use 2 hands when carrying the Chromebook.

EXPECTATIONS:

Parent/Guardian Expectations

1. Sign the agreement.
2. Monitor student use of the Chromebook and Internet at home.
3. Ensure your child understands and adheres to Chromebook and Internet policies and guidelines set forth in the Chromebook Use Guidelines.
4. Remember that while the school system will provide Internet content filtering, there is no substitute for parental supervision when using a computer.
5. If the device is intentionally damaged, parents will reimburse the school district per school guideline for any costs incurred due to misuse, neglect, damage, or loss (including theft, if not otherwise covered by warranty or insurance) up to the full replacement cost of the Chromebook.
6. Assist your child who is assigned the Chromebook with homework and school assignments. The purpose of the Chromebook initiative is to help students learn. Student use of the Chromebook for learning is the most important priority of the Chromebook initiative.
7. Ensure that students return the device to school when prompted.

Student Expectations

I Promise to...

- Be responsible for my Chromebook at all times.
- Not share my login password with anyone.
- Not loan my Chromebook or any Chromebook component to others for any reason.
- Return the device to school when prompted

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Student / Parent Information and Signatures

<u>Yes, I have received a copy of the Chromebook Use Guidelines. I understand the program conditions and my responsibilities in using the Chromebook computer and AC Adapter.</u>

Student's Full Name (PLEASE PRINT)		**Grade:**
Student Signature		**Date:**
Parent/Guardian's Name (PLEASE PRINT)		
Parent/Guardian's Signature		**Date**
Parent/Guardian's Contact Phone number		
Parent/Guardian's Contact Email Address		