

Northwood Chromebook User Agreement

Junior High and High School

Dear Parents and Students,

In order to ensure proper care and usage of a school-issued Chromebook, students must abide by the *Northwood Chromebook User Agreement*. Please sign at the bottom to show that you agree to follow these guidelines.

Students who attend full time in grades 9-12 will be allowed to take the Chromebook home in the evening, assuming all parts of this policy are met. Students in grades 7-8 will leave their Chromebooks at school at the end of the day.

The Northwood District's technology equipment shall be used for educational purposes consistent with the district's mission and goals. We expect the use of our Chromebook computers to follow the Northwood Student Acceptable Use Policy, and be consistent with our mission statement.

EXPECTATIONS

- Chromebooks should be transported throughout the building in a safe manner, using the case issued.
- Chromebooks are to be fully charged at the beginning of each school day.
- Chromebooks are never to be left unattended, unless in a student's locker (It is recommended students purchase locks).
- Students who choose to take their Chromebook on an overnight trip are fully responsible for theft or damage to the Chromebook.
- Chromebooks should not be kept in a student's vehicle before, during, or after school hours.
- Students are not allowed to have Chromebooks out in locker rooms.

Taking care of your Chromebook

PRECAUTIONS

- Keep food or drink away from your Chromebook while it is in use.
- Do not carry your Chromebook while the screen is open.
- Use your case when carrying the Chromebook between classes, and also when storing it in your locker.
- Carry your Chromebook in its case. Do not put it inside your backpack.
- Do not leave your Chromebook on the floor.
- Extreme heat or cold may cause damage to the device.
- Always bring your Chromebook to room temperature prior to turning it on.

SCREEN CARE

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not press or lean on top of the Chromebook.
- Do not place pressure on the screen or put items in your bag that will press against the cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks, papers with staples).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook.

Parent and Student Responsibility

- Parents are responsible for the full repair cost of devices damaged by their child. Any damage must be reported immediately. At home, it is the parent's responsibility to monitor the student's use.
- If a Chromebook needs repair, the student should bring it to the Technology Coordinator for repair. If it is determined that the damage was due to negligence, the student will need to pay for the repair. Once repaired, the Chromebook will be returned to the student and a bill will be issued. Until the bill is paid, the student will not be able to take the Chromebook home but will be allowed to use it during the day at school.
- Students must also abide by the Northwood Acceptable Use Policy (Policy ACDA) and the Student Use of Personal Devices.

Violations

- Prohibited use includes, but is not limited to:
 - Accessing anyone else's account or allowing anyone to use their account.
 - Accessing pornographic or vulgar sites, or sites related to gambling, militant/extremist material, etc.
 - Accessing social networking applications and sites during school hours, such as YouTube, Twitter, Facebook, Pinterest, Craigslist, etc, for non-educational purposes or without proper permission.
 - Personalizing or decorating the Chromebooks in any manner (stickers, decals, markings, etc.)
- Because the Chromebook belongs to the school, teachers, staff, and administration have the right to view the device at any time.
- Teachers have the right to set up classroom-level expectations for use of the devices.
- Violations from either the Acceptable Use Policy or this manual will result in disciplinary action.