

Wayland Middle School
One to One Learning Program
Chromebook Care, Maintenance and Support Agreement

Vision for Use of Technology in Wayland Public Schools:

The Wayland Public Schools Community will use technology to develop skills for lifelong learning. We are committed to the meaningful and responsible integration of technology as a tool to support, enrich, extend, and personalize student learning. Through integrated learning experiences, students will develop the technology literacy needed to succeed in school and to thrive in a globally competitive world. Technology will play a vital role in teaching and learning that will promote critical thinking, problem solving, creativity, collaboration, and communication.

Program Overview

Just as technology has changed the way our society works and plays it has changed teaching and learning in Wayland. Wayland Middle School has fully embraced and integrated the use of Google Apps for Education tools into every curriculum area, providing opportunities for increased communication, teacher feedback and student collaboration. In our fifth year of a Chromebook 1:1 program we continue to explore how computers can help us differentiate and better meet the unique needs of learners.

Wayland Middle School teachers have thoughtfully incorporated digital tools into the classroom and frequently ask students to employ their use at home to complete assignments. Recognizing this increase in the need for students to access technology outside of school, for school purposes, we propose that students be allowed to take home their Chromebook unless the family decides that it is not needed. In those cases students will have to store and charge the device in a centrally located cart at the end of each day.

When off campus each laptop will access the internet through a comprehensive web filter provided by [Securly](#) that will enforce a "safe search" mode for all search engines and Youtube. Other websites will be filtered by category such as social media, gambling, violence and pornography.

Before a Chromebook is brought home each 6th grade family will

1. attend an hour-long training session (parent and child must attend together),
2. develop and sign a [Family Chromebook Contract](#), and
3. [pay the user fee](#) that covers repairs and filtering, OR sign a [liability waiver](#) indicating that the family will pay for any necessary repairs directly. The fee is per device.
4. provide a padded case for the device.

A Tool for Learning

The Chromebook provides access to apps and extensions that enhance the use of the Chrome browser for [learning](#). Teachers will select certain apps to be pre-installed on the device that become available when students login. Only student and faculty accounts will be enabled on the Chromebook and students will not be allowed to download new apps to their account. Students will be able to browse the Chrome Web Store and can suggest apps to their teacher that they feel will enhance the classroom experience.

Throughout the year teachers will be asking students to create accounts on vetted, educational websites. Teachers will inform parents of these new resources but to avoid having to fill out a permission slip for each site, they will be acting *in loco parentis* as allowed in the Children's Online Privacy Protection act. Before an account is created, teachers submit a request for approval to their Curriculum Leader and the Technology Department.

Use Expectations

The leased Chromebook is to be used by the student both at school and at home for **educational purposes only**. The student is the only one authorized to use the Chromebook and is responsible for the machine's care. Power chargers will remain at home.

Abide by the WMS Acceptable Use Policy (AUP) **LARK - Legal, Appropriate, Responsible and Kind**

Students must:

1. access only appropriate documents and media.
2. not harass, bully, cyber-bully, or threaten others in any way.
3. use appropriate language in all communications.
4. not attempt to gain access to unauthorized accounts or files.
5. not attempt to bypass the district's web-filtering or use of Securly on the Chromebook.
6. abide by copyright laws and must not plagiarize works or illegally download files, music, movies or other commercial files.
7. keep all personal information private, including passwords, user ID's, home address, and phone numbers.
8. not photograph or make audio or video recordings without the consent of all those being recorded.

The above list is a summary. Make sure to review and sign the complete [WMS Acceptable Use Policy](#). This is done in homeroom each year.

In School

Each student will be responsible for:

1. Arriving at school with their fully charged Chromebook inside the carrying case.
2. Attending each class with their Chromebook and carrying case.
3. Logging in under their assigned username and password and not sharing their passwords with other students.
4. Following the school's Acceptable Use Policy
5. Reporting any technical problems to the LARK Nest or Technology Staff as soon as possible.

Students who forget their Chromebook at home will be able to borrow another device if extras are available. However, forgetting to bring the Chromebook to school means the student is not prepared for class and their overall grade may be affected.

Out of School

1. Parents/Guardians are responsible for maintaining their home network and Internet service.
2. Parents are responsible for supervising Chromebook use when at home and ensuring the student follows the care and use guidelines as well as the AUP.

Home Internet with Comcast:

If your child qualifies for the National School Lunch program, you may be eligible for [Comcast's Internet Essentials program](#) that provides Internet access for less than \$10 per month. Note: a wireless router is not part of the Essentials program and must be purchased separately. Alternatively, families can purchase an [ethernet adapter](#) to directly connect the Chromebook to the Comcast modem.

Chromebook Care

1. Do not eat or drink near the Chromebook.
2. Do not leave your Chromebook unattended at any time. In school place the device in your locker during lunch and at other times when it will not be needed. Outside of school do not leave the Chromebook in the car, airport or other public space without direct supervision.
3. Chromebooks have the ability to store small amounts of files on the hard drive. Students are responsible for backing up all of their files to Google Drive, a USB flash drive, or SD memory card.
4. Always close your Chromebook and carry it in the protective case. Walking with an open Chromebook is more likely to cause damage and loss of data.
5. Never carry the Chromebook by the lid and always use two hands.
6. Keep the Chromebook in its protective case and do not mark the Chromebook in any way with markers, stickers, etc.
7. Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Chromebook.
8. Chromebooks should not be left in extreme heat or cold, e.g. in a car in these conditions.
9. Do not use harsh cleaning solutions on the Chromebook. Wipe the surfaces lightly with a clean soft cloth. Always avoid touching the screen.
10. Store your Chromebook in the provided protective case when not in use.
11. Do not loan your Chromebook to someone else.
12. Do not damage, degrade the performance, or abuse anyone else's Chromebook in any way.
13. Only bring Chromebooks for repair to District Tech Support staff. Do not try to repair Chromebooks yourself.

Accidental or Inattentive Disrespect (aka Negligent Damage)

Accidental damage will be covered by the user fee. The following are the exclusions that **are not** covered by insurance or the WMS Technology Care and Maintenance Agreement. Students will be responsible for the full cost of repair or replacement:

1. Damage caused by repairs made by an unauthorized source. WPS Chromebooks should only be brought for repair to District Tech Support Personnel.
2. Deliberate damage, neglect or abuse caused by you or others you allow to use the Chromebook. This includes intentionally marking, defacing, and/or abusing the device. Also, damage caused by tampering with hardware components (battery housing, RAM, webcam, etc.) to alter District configurations.
3. Leaving the Chromebook unattended or failing to secure it per school recommendations.
4. Leaving it in an unlocked car or on the bus.
5. Mysterious disappearance of the Chromebook - meaning that the Chromebook User has no knowledge as to the place, time, or manner of the loss.

Repair/Usage Fee (Optional):

The \$40 Usage Fee covers the cost of home filtering software by Securly, accidental and warranty repairs.

To qualify for a reduced or waived fee, [a financial aid application](#) must be submitted to and approved by central office. For more information about the Financial Assistance Program, please call Susan Bottan, School Business Administrator at 508-358-3750 or email at Susan_Bottan@wayland.k12.ma.us.

COVERED – Accidental damage and mechanical defects.
NOT COVERED – Liquid spills or submersion, neglectful damage, stolen or lost devices and lost or damaged power chargers.

Liability Waiver:

Families will need to [sign the liability waiver](#) to cover repairs if they elect not to pay the maintenance fee.

School-Only Option

As a family if you decide that you do not want to take on the responsibility of your child taking home the school-issued Chromebook each day, [you may elect to have the Chromebook stay at school](#). Wayland Middle School will not support the use of private computers for use on the Wayland School network (BYOD) and will issue students a Chromebook for use during the school day. The student is responsible for picking up and returning the Chromebook to the arranged location each day. Because students are fully responsible for the device during the day as they travel from class to class, we ask parents to sign the Chromebook care and maintenance agreement and pay the usage fee.

Individual Insurance

Families are welcome to investigate options for obtaining their own private insurance through their homeowners' insurance or an independent Chromebook insurance company. It is our understanding that you may contract with these agencies, based on their own policies and may do so even though the Wayland Public Schools is registered as the owner of the Chromebook.

Return Policies: We agree to return the Chromebook to WMS in the same condition as when we took possession. Reasonable wear and tear is accepted as outlined in this agreement. We understand that WMS may charge a late fee equivalent to the cost of the remaining value of the Chromebook and/or seek criminal charges or civil damages if we do not return the Chromebook on or before the requested return date.

Wayland Public Schools
WMS Chromebook Care and Maintenance Agreement
Terms and Conditions Statement

The Wayland Public School District (WPS) has initiated a program to provide Wayland Middle School students with technology and related educational software and resources while the student is actively enrolled in Wayland Middle School (WMS). This agreement relates to the Chromebook issued to the student while enrolled in WMS. By accepting possession of the Chromebook and related peripherals such as chargers etc., we hereby agree to the following terms and conditions. We understand that by signing this agreement, we agree to participate in the WMS Chromebook Loaner Program. We understand that only the student has the right to use the Chromebook while enrolled in WMS.

Specifically I (we) acknowledge that the and/or technology is on loan and remains the property of Wayland Public Schools. If the student leaves WPS for any reason, the technology must be returned in good working condition showing only reasonable wear and tear.

- Students must leave their charger at home and come to school with a fully-charged device each day.
- Loaners will be provided up to 4 times in the year and can be picked up at the Tech Office before first block. No loaners will be provided beyond the 4th time nor throughout the day.
- Students must use a Chromebook case at all times with their device.
- Students must report any damage to their Chromebook immediately at the Tech Office and will be assigned a loaner to use while the device is being repaired. Families and students should not try to repair the device themselves.
- Students must handle the Chromebook with care at all times.

STUDENT NAME: _____

STUDENT Signature: _____

YOG: _____ STUDENT ID: _____

PARENT/GUARDIAN NAME: _____

Parent EMAIL: _____

Parent/Guardian Signature: _____

Date: _____

To Be Filled out by WPS Staff

Red Tag #	Staff Sign-off