

Loup County Public Schools 1:1 Chromebook/Laptop Program

Introduction

Welcome to our school's one-to-one Chromebook program! As an LCPS student, you are entrusted with a powerful tool to enhance your learning experience inside and outside school. This contract outlines essential policies and procedures that you must adhere to make the most of this technology while being a responsible digital citizen.

Taking Care of Your Chromebook

Your Chromebook is a valuable educational resource, so taking good care of it is essential. Here are some tips to ensure its longevity:

- Always carry your Chromebook with two hands to prevent drops.
- Keep food and drinks away from your device to avoid spills and damage.
- Close the lid gently when not in use and avoid placing heavy objects on top of it.
- Use a soft, microfiber cloth to clean the screen and keyboard regularly.
- Do not attempt to repair the Chromebook yourself; inform the school's IT department if you encounter any technical issues.

Using Your Chromebook Properly In and Out of School

Your Chromebook is meant to support your educational endeavors both in and out of school. Here are guidelines on using it responsibly:

- Use the Chromebook for educational purposes, such as research, assignments, and communication with teachers.
- Do not install unauthorized software or apps that may compromise the device's security.
- Respect copyright laws when using online resources for projects and assignments.
- Charge your Chromebook every night to ensure it is ready for the next school day.

Expectations and Responsibilities of the Student Using the Chromebook

With the privilege of using a Chromebook comes certain expectations and responsibilities:

- Be proactive in your learning and utilize the Chromebook to enhance your academic performance.
- Respect the technology provided to you and treat it with care.
- Follow school rules and guidelines regarding technology usage.
- Report any instances of theft or damage to your Chromebook immediately.

Protecting Your Chromebook

Data security is crucial when using a Chromebook. Here are some measures to protect your device and personal information:

- Set a strong password and enable two-factor authentication for added security.
- Avoid sharing your login credentials with others.
- Back up your important files regularly to prevent data loss.
- Be cautious when clicking on links or downloading files from unknown sources.

Repairs

If your Chromebook requires repairs, please follow these steps:

- Contact the school's IT department and inform them of the issue.
- Do not attempt to fix the Chromebook yourself, as this may void the warranty.
- Fill out a repair request form and provide detailed information about the problem.

Disciplinary Action

Failure to comply with the terms of this contract may result in disciplinary action, including but not limited to:

- Temporary suspension of Chromebook privileges.
- Referral to the school administration for further action.
- Financial responsibility for damages caused by negligence or misuse.

Plagiarism and Artificial Intelligence

Plagiarism, the act of using someone else's work without proper attribution, is a serious academic offense. With the rise of artificial intelligence tools, it is easier than ever to detect plagiarism. Remember to:

- Properly cite sources in your research and assignments.
- Artificial Intelligence: unless otherwise permitted, students may not use artificial intelligence or related platforms to assist or complete any assignment, project, test, or other school-related task.
- Seek guidance from your teachers if you need clarification on proper citation practices.

Digital Citizenship

As a student in the digital age, practicing good digital citizenship is essential. Here are some principles to keep in mind:

- Treat others with respect and kindness in online interactions.
- Be mindful of the content you share on social media and other digital platforms.
- Protect your personal information and be wary of online scams and phishing attempts.
- Report any instances of cyberbullying or inappropriate online behavior to a trusted adult or school staff member.

By signing this Chromebook contract, you acknowledge that you have read and understood the terms outlined above. Together, we can create a safe and productive digital learning environment for all students. Thank you for your cooperation!

Please Print Clearly

Student Signature: _____ Grade: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____