**Student Responsibility Contract**

**Using Your Chromebook**

**At Home**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use. However, some applications can be used while not connected to the Internet. Students are bound by the Chicago Public School District’s Acceptable Use Policy of Computers/Networks/Internet and all rules of this Guide, regardless of where they use their Chromebooks and regardless of the source of the Internet connection.

**Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook that they have been issued.

Chromebooks that are broken or fail to work properly must be immediately taken to the Main Office and logged for repair.

**General Precautions**

* No food or drink should be placed next to the Chromebook
* Cords, cables, and removable storage devices must be inserted carefully into the device
* Heavy objects should never be placed on top of Chromebooks
* Chromebooks should never be exposed to extreme temperatures or direct sunlight
* Chromebooks should never be carried with the screen open
* Students should never disassemble Chromebooks or attempt their own repairs

**Charging**

* Each Chromebook will include an AC adapter. This adapter should be used to charge the Chromebooks at home

**Screen Care:**

The most commonly damaged feature of a Chromebook is the screen. The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, certain cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

* Do not carry the Chromebook by its screen
* Do not put pressure on the top of a Chromebook when it is closed
* Do not store a Chromebook with the screen open
* Do not place anything in the protective case that will press against the cover
* Make sure there is nothing on the keyboard before closing the lid
* Only clean the screen with a soft, dry microfiber cloth or anti-static cloth

**Asset Tags:**

* All Chromebooks will be labeled with a District asset tag
* Asset tags may not be modified or tampered with in any way while the student is enrolled in the Hazlet Township School District. Asset tags may be removed upon graduation

**Digital Citizenship**

District-issued Chromebooks should be used for educational purposes, and students must adhere to the Chicago Public Schools Acceptable Use Policy as well as related policies and procedures at all times when using Chromebooks, on or off campus. Students are expected to understand and comply with this Guide and Responsible Use Policy at all times when using Chromebooks.

***While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:***

1. Respect Yourself – Show respect through your actions. Select online names that are appropriate. Use caution with the information, images, and other media that is posted online. Carefully consider the personal information you share about yourself.

2. Protect yourself – Ensure that the information, images, and materials posted online will not put you at risk. Do not publish personal details, contact details, or personal activity schedules. Immediately report any inappropriate behavior directed at you while online. Protect your passwords, accounts, and resources. Never share this information with others.

3. Respect Others – Show respect to others. Do not use electronic mediums to antagonize, bully, harass, or stalk people.

4. Protect Others – Protect others by reporting abuse and not forwarding inappropriate materials or communications. Avoid unacceptable materials and conversations.

5. Respect Intellectual Property – Request permission to use copyrighted or otherwise protected materials. Properly cite the use of websites, books, media, etc.

6. Protect Intellectual Property – Do not use pirated software or distribute music or media in a manner that violates license agreements.

**What happens if students have been visiting inappropriate websites?**

While we do our best to update security settings, some websites are not blocked or are able to bypass our filters. Teachers and parents are encouraged to check the browsing history of student Chromebooks on a regular basis. Browsing histories cannot be deleted by the students. The district will also conduct random checks of student browsing histories. If you discover any inappropriate web activity, please contact your child’s teacher, building principal or assistant principal. Inappropriate web browsing is a violation of the district Acceptable Use Policy and may result in disciplinary action.

**What happens if the device is damaged or lost?**

Parents are responsible for the cost of the repair or replacement of the Chromebook. The cost of a Chromebook is $338. The cost of repairs varies based on the issue.

**What if another student damages my student’s device?**

Only your child should be using the Chromebook assigned to them. If another student or person is allowed access to the Chromebook and it is damaged, the parent of the child it is assigned to is

**How much storage do students have?**

Students using Chromebooks in the Hazlet domain have unlimited online “cloud” storage that is attached to their email and accessible via the Google Drive application.

**Can students download apps?**

No. Students are prohibited from downloading any apps or software of any kind without the express permission of their teacher, school principal, or CPS central office staff.

**What applications will be available on my child’s device?**

Different applications will appear on student devices depending on what grade the student is in or what classes he/she is enrolled in. For instance, a student in Science class may have different applications on his/her home screen than a student who is not in the class. The same goes for online textbooks.

All students have access to iReady Reading and iReady Math.

Students in grades Kindergarten through 2nd also have access to Razkids

**What devices can be connected to a Chromebook?**

A Chromebook can connect to headphones, earbuds, microphones for the purposes of completing schoolwork

**How can students submit work or assignments via their devices?**

Google Drive and Google Classroom have features built into it that allow work to be “shared” between teachers and even classmates. Students can create documents, spreadsheets, drawings, photos, presentations and even videos. Each item can be “shared” with a teacher prior to its due date. The teacher can then see the work on his or her own computer to review it or grade it for the student.

**How long should Chromebooks last?**

Chromebooks have very few moving parts in them and generate very little heat. Therefore the life expectancy — so long as they are treated appropriately — is fairly significant. Five years or more is not an unrealistic life expectancy. Additionally, the devices have powerful processors, adequate memory, and automatically update the latest software and security features without anything needing to be done by the student.

**Can the district track web history?**

Yes. The district can track information on what sites students were on, when they were on them, and how long they were on those sites. Students should only visit sites that are approved by the district and those that are not in violation of the Acceptable Use Policy. Violations of the policy can result in disciplinary action, including the student being suspended from using the school network and device use.

**Can parents use the Chromebooks?**

When a student is logged into the Chromebook, parents can use them to check on student work, view their browsing history or connect with teachers via the email. The Chromebooks are not intended for personal use for the student or their parents.

**Chromebook Rules and Guidelines Signature Page**

Use of this computing device is subject to the Chicago Public School’s policy on Acceptable Use of Computer Network/Computers and Resources (M) Please review the policy at <https://policy.cps.edu/download.aspx?ID=203>

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I acknowledge receiving the computing device for use while I remain at Columbus Elementary School.

I have read the contract in its entirety and can access the CPS Acceptable Use Policy by using the link listed above. In order to maintain the privilege of using this computing device, I agree to the following:

\_\_I agree to keep this computing device in my possession at all times. I will not give or lend it to anyone except to return it to the school for repair in case it is damaged.

\_\_I agree to carry this computing device in a secure manner to minimize the chances that it will be damaged or destroyed.

\_\_I agree to follow the criteria in this contract and follow the Acceptable Use Policy and will not use this computing device, in or out of School, for inappropriate or unlawful purposes. I understand that the School will fully cooperate with all relevant authorities in investigating and prosecuting any unlawful use.

\_\_This electronic device may record or collect information on my use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on my activity or use of the device. It is possible this collection of information on the student’s activity or use of the device may occur outside of the school.

\_\_\_The school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

\_\_\_I understand that if this computing device is lost or stolen I will immediately notify the school the student is attending. I understand that the School shall not be responsible for any damages or losses related to this computing device. Any costs associated with instances of loss, theft or damage will be the full responsibility of the student and his/her parent/ guardian.

\_\_\_I agree that if any of the three above occur, the replacement cost of the Chromebook is due within two (2) weeks of reporting the unit lost, stolen or damaged beyond repair.

\_\_\_I agree to return this computing device to Columbus Elementary School at the conclusion of school closings due to COVID19 (or earlier if I should leave the school).

\_\_\_I understand that failure to comply with any of these rules and policies may result in disciplinary action including the suspension of my use of this computing device.

**Chromebook Agreement**

\_\_\_I have read and understand the Chromebook Agreement

\_\_\_I have read and understand the Chicago Public Schools Acceptable Use Policy

\_\_\_I understand that the Chromebook is an essential part of my child’s education and that he or she will need to have the device fully charged, in working condition for the start of each day

\_\_\_I understand that I am responsible for the replacement cost of the device should it get broken, stolen or lost.

\_\_\_I understand that Chromebooks do come with filtering software. While in school and at home, Chromebooks will use the Wi-Fi to access the Internet, which is filtered.

 \_\_\_I agree that I will return my assigned Chromebook when asked in good working condition and understand if it is not returned, on the fifth day after the submission request a police report may be filed.

\_\_\_I understand that as the parent or guardian, I am responsible for monitoring my student’s use of the Internet at home. I am responsible for deciding how, when and where the device is used by my student outside of school based on their educational needs.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_