

# Garrett Elementary School's Chromebook Acceptable Use Expectations

2019-  
2020

We are extremely excited to have Chromebooks (laptops) for students in grades 2nd-5th to use while in the classroom. Students will be using their assigned Google email account through ABSS. **Every student is expected to read, understand and adhere to the ABSS Acceptable Use Policy. Failure to adhere to the policy may be grounds for discipline up to and including suspension and may result in a loss of access to the mobile learning equipment. Parents will be provided access to the Acceptable Use Policy as well.**

## Using the Devices

1. Inspect your device for any damage, issues, etc. and notify your teacher **IMMEDIATELY!**
2. Do not remove/pick at the identification number or any labels on your laptop.
3. **YOU** are responsible for the device assigned to you.
4. No food or drink is permitted anywhere near your device.
5. Be aware of the device's presence when you move around at your desk.
6. Remember to "Clear, Close and Move". Clear your laptop of any items, close the laptop when not in use and always carry with both hands.
7. All laptops use must comply with district guidelines and fall under the "**Acceptable Use Policy**" 100% of the time. Games, social media, or ANY non-educational use are off-limits.
8. Modifying any applications, system software, backgrounds, or downloading files is NOT allowed.
9. Using social media to bully or to threaten another person, student or otherwise, to cheat, to carry on personal business, or to communicate false or misleading information is not allowed.  
**Policy Code: 4120 Harassment/Bullying.**
10. Devices are to be used for instructional purposes only. If this becomes a repeated offense, it will result in an office referral.
11. Any act that is harmful or destructive to the condition of your laptop will result in an office referral and you will be held responsible for any restitution.

## I. Mobile computer loan

- Prior to a student being issued a device, the parent and student must sign the agreement.
- The device belongs to ABSS. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the Board Policy - Acceptable Use Policy for Technology #4260.
- All devices will remain on school grounds at all times.

## II. Loss or Theft or Damage (District Policy #8020 Vandalism & Theft)

- ABSS recognizes that the computer is a valuable asset entrusted to students for its care and maintenance during the school year.
- Students are expected to protect the equipment from damage, loss, and theft and to secure the equipment when it is in their possession.
- During the time the equipment is in the possession of the student, the student is responsible for any intentional damage, loss or theft which results from negligent handling.
- All thefts must be reported to the appropriate authorities within 24 hours of discovery.

## III. Copyright

Compliance with federal copyright law is expected of all. "Copyright" is legal protection for creative intellectual works, which is broadly interpreted to cover just about any expression of an idea. Text (including email and Web information), graphics, art, photographs, music, and software are

examples of types of works protected by copyright. Copying, distributing, downloading and uploading information on the Internet may infringe the copyright for that information. Even an innocent, unintentional infringement violates the law.

#### IV. Inappropriate/Unacceptable Use

**Inappropriate Use:** The ABSS Code of Conduct applies to all usage of laptops and other devices.

- Using any browser other than those approved by the district
- Making unapproved changes or software installs to computers
- Using computers not assigned to you without teacher approval (teachers may allow students to look on with another student for instructional purposes only)
- Videoing or recording on school property without specific permission
- Messaging or chatting during class when not expressly permitted by the teacher through class agreements or when not related to an assignment
- Gaming if it is not related to an educational, classroom associated use
- Using proxy sites to bypass district filtering
- Using cellular access and hotspots to bypass district filtering

#### V. Care and Responsibility

##### **Care and Responsibility: Neglect and Misuse**

Including but not limited to:

- Leaving the device unattended
- Allowing someone else to use your assigned device

##### **Care and Responsibility: Intentional Misuse or Abuse**

Including but not limited to:

- Intentional actions which are harmful or potentially harmful to the computer, charger, network and/or computer case

#### VI. Revocation of Permission to Use Computer

ABSS reserves the right to revoke its permission to use the mobile computer at any time if the student does not fully comply with all terms of this agreement.

#### VII. Modification to Program

The district may modify these procedures or terms of use at any time. Any student behavior above will be addressed according to the consequences as specified in the ABSS Student Code of Conduct.

#### VII. Insurance (Optional)

**There is a voluntary option to purchase insurance for mobile learning devices for the 2019/2020 school year at a cost of \$25.** This payment will cover any unintentional damage to the device for the 2019/2020 school year. Intentional damage will be addressed by the ABSS Code of Conduct. **This is a non-refundable insurance payment.** If you opt-out of the insurance you will be responsible for restitution should your computer get damaged (broken cover, keys popped off, cracked screen, etc.).

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This page is to be completed and returned to your child's homeroom teacher by Thursday, October 3rd.

Please keep all the previous pages for your reference.

If you decide to opt-in to the insurance, payment is due at the time the form is submitted.

## Student/Parent Mobile Computer Agreement

Student Name (please print): \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

ABSS Barcode # (provided by homeroom teacher) : \_\_\_\_\_

### Student Acceptable Use Agreement:

I have read and understand all the terms of the Student/Parent Mobile Computer Agreement. I have read (or it has been read to me), understand, and will abide by the ABSS guidelines regarding district technology resource use (policies 4120, 4260, 4220 Rule 10). Should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

### Parent/Guardian Agreement:

As the parent/guardian of this student, I have read the above-referenced guidelines regarding district technology resource use. I have read and understand the student/Parent Mobile Computer Handbook and Student Acceptable Use Policy with my child and assure they shall comply with all documented terms. I also acknowledge and understand that my child will have access to the Internet and may be subject to the risks associated with Internet usage. I understand that network/Internet access is intended for educational purposes. Alamance-Burlington School System has taken precautions to restrict my child's access to questionable materials. However, I recognize that it is impossible for the Alamance-Burlington Schools to restrict access to all questionable materials, and I will not hold the school system responsible if my child accesses or acquires such materials on the network. Further, I accept full responsibility for any costs that my child may incur when using the Internet outside of class time. I hereby give permission for my child to use network resources provided by ABSS.

### Terms of Agreement:

I hereby agree to the above statements. I also understand that the right to the use and the possession of the property terminates the last calendar day of the current school year unless terminated earlier by the school. I also understand if the property is not returned by the last day of classes, it will be **considered stolen.**

### Optional Insurance:

\_\_\_\_\_ I am **selecting to provide my student with the optional insurance plan.**

My payment of \$25 is included.

\_\_\_\_\_ I am **selecting to opt-out of the insurance** and understand it is my responsibility to pay for damages to the device issued to my student.

Parent/Guardian's Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_