

## Student/Parent Chromebook Use Agreement

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### **CHROMEBOOK USE AGREEMENT**

Students enrolled in the 3<sup>rd</sup> through 8<sup>th</sup> Grade have been issued a Chromebook computer by the Hampton School District (HSD) for instructional use. Your knowledge of the policies described below, as well as your support in helping HSD in implementing these policies is critically important. The following are the requirements that accompany our school issued Chromebooks.

#### **A. Terms of Chromebook Use Agreement**

Before a Chromebooks can be issued to your child and before your child can bring a Chromebook home from school, you must sign and return the “**Chromebook Use Agreement**” form included here. Although there is no fee for the use of the Chromebook, students will still be responsible for fees associated with lost or stolen Chromebooks unless the loss or stolen device is reported immediately to the school. If the device is damaged or abused, a fee may also be incurred.

It is important for you and your child to comply at all times with the HSD Acceptable Use Policy (AUP), incorporated herein by reference and made a part hereof for all purposes, as well as the guidelines for acceptable use of technology resources established in Board Policy and the Student Handbook and Code of Conduct.

The policy can be found at:

[http://www.sau90.org/sites/hamptonsd/files/file/file/jicl-r\\_acceptable\\_internet\\_use\\_procedure\\_-\\_students.pdf](http://www.sau90.org/sites/hamptonsd/files/file/file/jicl-r_acceptable_internet_use_procedure_-_students.pdf).

Any failure to comply may terminate your rights of possession effective immediately, and HSD may repossess the Chromebook.

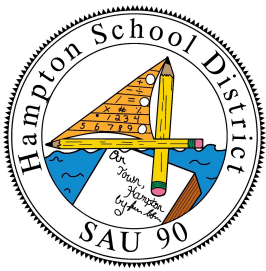
#### **B. Title**

HSD has and shall at all times under this agreement maintain legal title to the Chromebook issued to its students. Your right of possession and use is limited to and conditioned upon your full and complete agreement with the terms of this Chromebook Use Agreement. All activity on the Chromebook, as well as any Hampton School District accounts, whether conducted at school or off site, is subject to search by designated Hampton staff, in accordance with Hampton policy and applicable law.

#### **C. Loss or Damage**

If your Chromebook is deliberately damaged, lost, or stolen, you are responsible for the reasonable cost of repair or for its fair market value.

Loss or theft of your Chromebook must be reported immediately to the principal, and in no event later than the next school day after the occurrence. Additionally, you must complete a police report within 48 hours of the loss or theft and provide Hampton School District with a copy of the report. If a Chromebook is stolen and you report the theft (by the next school day) and a police report is filed, you may not be charged for a replacement. **You will be charged the fair market value of the Chromebook if lost, stolen and not reported, deliberately damaged, or vandalized.**



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Hampton School District will not pay for loss or damage caused by or resulting from the following:

1. Dishonest, fraudulent, or criminal acts.
2. Any loss to accounts, valuable documents, music or videos, records, or assignments and/or their affects by being missing on grades and or GPAs. **Students are responsible for backing-up their own data either locally or on a network or cloud storage.** A repair claim will only cover material issues with the device, not lost opportunities or data.
3. Loss caused by your failure to use all reasonable means to protect the device that has been damaged.
4. Disappearance not accompanied by a police report.

The school Principal has the final say in determining replacement and repair situations.

### **D. Repossession**

If you do not timely and fully comply with all terms of this Chromebook Use Agreement, including the timely return of the Chromebook, Hampton School District shall be entitled to declare you in default seek all possible avenues so as to obtain possession of the Chromebook.

### **E. Term of Agreement**

Your right to use and possession of the Chromebook terminates not later than the last day of the school year, unless earlier terminated by Hampton School District or upon a student's withdrawal from Hampton School District.

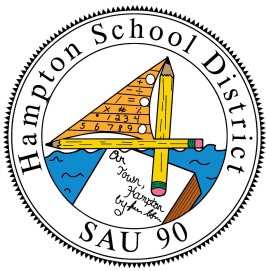
### **F. Appropriation**

Your failure to timely return the Chromebook and the continued use of it for non-school purposes without the consent of Hampton School District may be considered unlawful appropriation of Hampton School District property.

### **G. Claim/Repair Procedures**

In cases of theft or disappearance, the school must be notified and a Police Report should be created **before** a replacement device is issued. This Police Report should mention the loss of the device and the circumstances surrounding the loss.

If a repair is needed due to accidental damage, please request this through the main office. At this time cosmetic damage will not be repaired if the Chromebook is operational. A loaner may be issued while your Chromebook is being repaired. Only a limited number of loaner Chromebooks are available, so receiving a loaner is not guaranteed. An additional fee may be charged if the Chromebook is repeatedly or deliberately damaged.



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### H. General Chromebook Rules

#### *Inappropriate Content*

- Students and/or parents are not allowed to access, view, and or store inappropriate content or materials on Chromebooks.
- Inappropriate images, content and language acquired due to the use of the device will result in disciplinary action.
- All activity on the Chromebook and any HSD account, whether conducted at school or off-site, is subject to search as District property. Monitoring, filtering and tracking of district supplied devices should be expected.

#### *Legal Propriety*

- All Chromebook users should comply with trademark and copyright laws and all license agreements. Ignorance of the law is no excuse for violations of such laws or agreements. If you are unsure, ask the Library Media Specialist.
- Plagiarism is a violation of HSD rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.
- Illegal downloading and distribution of copyrighted works are serious offenses that carry with them the risk of substantial monetary damages and, in some cases, criminal prosecution.

#### *No Loaning or Borrowing Chromebooks*

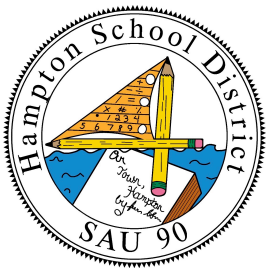
- **Do not** loan your Chromebook to other students.
- **Do not** borrow a Chromebook from another student.
- **Do not** share passwords or user names.

#### *Unauthorized Access*

- Access to another person's account or Chromebook without their consent or knowledge is considered hacking and is unacceptable.

#### *Music, Video Games, or Programs*

- Data storage will be through apps on the Chromebook, i.e., Google Docs, Dropbox, LaunchPad, etc.
- Music is only allowed on the Chromebook at the discretion of the teacher.
- Sound should be muted at all times, unless permission is obtained from the teacher for instructional purposes.
- Students must provide their own headsets/earbuds for use with a Chromebook.



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### *Transporting Chromebooks*

- It is recommended that you store and transport your Chromebook in a padded bag, sleeve or case that is made for the device.
- Chromebooks should be carried inside a backpack when not in use whenever possible.
- Do not use the Chromebook while moving from class to class.

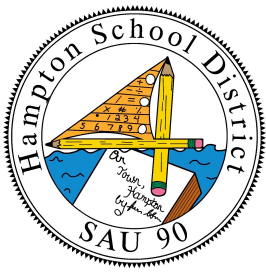
### *Charging Chromebooks*

- Students are expected to charge the Chromebook every night.
- In cases where the battery runs out, students may be able to connect their Chromebook to a power outlet in class.

### *Suggested ways to keep your Chromebook in returnable condition*

- Avoid using any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.
- Chromebooks can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- Do not attempt to gain access to the internal electronics or try to repair a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building office staff.
- Never throw or slide a Chromebook.
- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks have a unique identification number and at no time should the numbers or labels be modified or removed.
- Chromebooks should never be left in an unlocked locker, on top of a locker, in an unlocked car, in any unsupervised area, or in a vehicle or location that is not temperature controlled.
- Chromebooks should be placed vertically or in a backpack/book bag to avoid putting any pressure on the screen.

PLEASE DO NOT ATTEMPT TO CONTACT DELL SERVICE DIRECTLY FOR REPAIR QUESTIONS.  
PLEASE CONTACT THE SCHOOL. HSD WILL HANDLE ALL REPAIRS.



# Student/Parent Chromebook Use Agreement

## STUDENT/PARENT CHROMEBOOK USE AGREEMENT

**Please Print All Information**

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Last Name

First Name

Student ID#

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Parent/Guardian Last Name

Parent/Guardian First Name

In this agreement "we", "us" and "our" means HSD (the "School"). "You and "your" means the parent/guardian and student enrolled in the School. The "property" is a Chromebook owned by the School with the serial/asset tag numbers listed on them.

- Terms:** You will comply at all times with the Chromebook Use Agreement and the School's Acceptable Use Policy, incorporated herein by reference and made a part hereof for all purposes. Any failure to comply may terminate your rights of possession effective immediately, and the School may repossess the property.
- Title:** The School has and shall at all times maintain legal title to the property. Your right of possession and use is limited to and conditioned upon your full and complete compliance with the Chromebook Use Agreement.
- Loss or Damage:** If the property is damaged, lost or stolen, you are responsible for the reasonable cost of repair or its fair market value on the date of loss. Loss or theft of the property must be reported immediately to the School.
- Repossession:** If you do not timely and fully comply with all terms of the Chromebook Use Agreement, including timely return of the property, the School shall be entitled to declare you in default and come to your place of residence, or other location of property, to take possession of the property.
- Term of Agreement:** Your right to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the School or upon withdrawal from the School.
- Appropriation:** Your failure to timely return the property and the continued use of it for non-school purposes without the School's consent may be considered unlawful appropriation of the School's property.

**I have reviewed the Hampton School District Chromebook Use Agreement and agree to the terms thereof.**

Parent or Guardian Signature	Student Signature	Date

<b>For Office Use Only:</b>	<b>For Office Use Only:</b>			
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Administrator Signature	Date			