



# Broken Bow Public Schools

## Chromebook Agreement

### General Chromebook Care

- Do NOT keep food or drink near the device.
- Insert charging cords and USB devices carefully to avoid damage to the Chromebook/tablet.
- Do NOT write, draw, or apply stickers to the device. **Chromebooks/tablets are district property and must be returned in the condition they were checked out.**
- Do NOT place heavy objects on top of the Chromebook/tablet.
- Chromebooks/tablets MUST be kept secure and protected when not in use.
- ALWAYS carry the Chromebook/tablet by the base, using two hands when in use.
- Do NOT remove any district labeling or tags.
- ONLY clean the device with a soft dry cloth - Do NOT use any liquids or solvents to clean the device.

### Appropriate Use

Chromebook users will also be expected to abide by the terms below. Failure to comply with these policies may result in disciplinary action or loss of access to district technology.

- **Students WILL**
  - Charge the device at home and have it ready to use every day for every class period if they check one out, permitting availability.
  - Use the Chromebook/tablet and other district technology for academic purposes only during instructional time.
  - Use appropriate language and graphics, whether at home or school, when posting, publishing work, using the internet, or communicating in email.
  - Use their district Google account only when using the Chromebook/tablet.
  - Maintain confidentiality regarding usernames and passwords.
  - Obey copyright law in regard to use of other's intellectual property.
  - Report loss or damage of the device immediately to a teacher or administrator.
  - Keep the audio muted or use headphones/earbuds to avoid disturbing others.
  - Publish or complete work digitally to reduce the use of paper in the classroom.
- **Students WILL NOT**
  - Remove identifying emblems or stickers placed on the device by the district.
  - Allow others to use their assigned device.
  - View, use or copy passwords, data, or networks to which they are not authorized.
  - Reveal personal information (phone numbers, addresses, passwords, etc.) about themselves to others.
  - Leave devices unsupervised or logged in to the network.
  - Harass, bully or threaten anyone.
  - Use offensive language of any kind.
  - Misrepresent themselves or others.
  - Destroy or damage data, programs, networks, or any other system or component of a system owned or managed by the district.
  - Attempt to override, bypass, or otherwise change the filtering software, Google Management, or other network configurations.
  - Reset or wipe their device.



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- Use the webcam and/or microphone to record or photograph another student, parent, or person.
- Download any content onto the Chromebook/tablet other than class assignments without permission from the school.
- Play games or stream music (Pandora, Spotify, etc.) on the Chromebook/tablet.
- Permitted to take home or checkout a Chromebook/tablet until this agreement has been signed and returned.

### District Responsibilities

- The district will comply with the Children's Internet Protection Act (CIPA) to prevent inappropriate use of the Chromebook and/or internet, whether in use at school or at home.
- Any malfunction of the Chromebook that is not the result of inappropriate use or negligence will be repaired at the district's expense.
- As the Chromebook is an Internet-Based device, the school will provide internet access while on campus.
- If the school district goes to distance learning and/or there are enough devices to go 1:1, the district will provide a chromebook or tablet. Priority will be given to students from low-income homes.
- Parents and students are responsible for care of the device, and for returning the Chromebook in good working condition.
- Parents and students are responsible for replacing or repairing Chromebooks damaged as a result of negligence or inappropriate use.
- When using the device, students understand that Chromebooks or like devices and hotspots are district property, and they may be used only for non-commercial purposes in accordance with Broken Bow Public Schools District Policy, as well as local, state and federal laws.
- The cost to replace a standard Chromebook is currently \$325.00, a touchscreen Chromebook is currently \$450.00, a Chrometablet is \$400.00, and chargers are \$25.00. Prices are subject to change due to vendor availability, and price increases.
- Parents and students understand that periodic checks of Chromebooks may be made to ensure that students have not added/removed apps/extensions and also to ensure devices are functioning properly and free of any damage.

### Digital Citizenship

- The district encourages all students using Chromebooks or like devices to follow basic rules of Digital Citizenship when working on and browsing the web:
  - Think before you post - Sometimes words can be misinterpreted when sent across the internet. Additionally, anything you post, whether in a document or on social media, can leave a digital footprint that follows you.
  - Respect the privacy of others - If you want others to respect your privacy, then you must respect theirs as well. Posting embarrassing information about a friend or forwarding private content without asking can cause unintended harm to others.
  - If you can't say something nice, don't say anything at all - If you wouldn't say it in person, don't say it online. Stand up for others and prevent bullying.
  - Give credit where credit is due - if you use someone else's thoughts or ideas, give them credit for it online. Illegal downloading, cheating, or copying content from others may be easy, but it isn't right. You have a responsibility to respect the work of others, as they should respect yours.



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In order to benefit from the use of this device, and to ensure the device is used in a safe, efficient and ethical manner, all students and their parents are required to review and sign this document before receiving a Chromebook/tablet and/or internet hotspot.

- I will ensure the safety of the Chromebook/tablet issued to me and prevent negligent damage to the device.
- I will not leave the device unattended or unsecure, so as to decrease the risk of theft.
- I will not attempt to repair the device or make unauthorized modifications to the device and I will likewise adhere to the Expectations for Appropriate Use designated by the district.
- I understand that the district is not responsible for any viruses that may be transferred to or from my personal data storage media, and agree to use my best effort to prevent damage to the device that would render it inoperable.
- I will report, as soon as possible, any damage or problems with the device to a teacher or administrator.
- I understand that as this is district property, it may be used only for non-commercial purposes in accordance with Broken Bow Public Schools District Policy, as well as local, state and federal laws.
- Parents and students understand that periodic checks of Chromebooks may be made to ensure that students have not added/removed apps/extensions and also to ensure devices are functioning properly and free of any damage
- I agree not to loan the device to anyone, and will use it for my own school use.
- I understand that the Chromebook/tablet is the property of Broken Bow Public Schools, and as such my activity will be filtered and monitored in accordance with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of the chromebook/tablet, whether at home or school.
- To minimize damage, I agree to keep the Chromebook/tablet secure and protected when not in use.
- I understand that both parent and student are responsible for returning the device(s) in working condition upon request by the school district or upon graduation or withdrawal from the district.
- If I deliberately damage, or through gross negligence, allow damage or theft of the Chromebook/tablet, I will be liable for replacement or repair and/or disciplinary action up to and including loss of computer use privileges.
- I understand that the district retains the right to obtain financial reimbursement from the borrower in the event of damage or loss to the Chromebook/tablet.
- I agree to return the Chromebook/tablet, charger, and accessories in good working condition.
- I understand that if the Chromebook/tablet and charger are not returned, a hold will be placed on my account in the amount of \$325.00 for a standard Chromebook, \$450.00 for a touchscreen Chromebook, \$400.00 for a Chrometablet, and/or \$25.00 for a charger until the devices are returned.

### Personal Devices

- Parents/Guardians may buy their student their own Chromebook or device.
  - If a parent chooses to buy their student his/her own Chromebook/device they will only be allowed to access the district's internet. All expectations and rules still apply in accordance to proper use, etc.
  - The district is not responsible for a lost or stolen device or a damaged device that personally belongs to a student.



# Broken Bow Public Schools Chromebook Agreement

Students and guardians/parents agree that violation of the Chromebook Agreement (or like device) will result in disciplinary action, the revoking of Chromebook/tablet and network privileges, and the replacement of the damaged device(s) (if applicable).

\_\_\_\_\_  
Student Name (Printed)

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

Student ID

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Parent/Guardian Name (Printed)

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

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

<b><i>For office use only (updated 7/11/22)</i></b>			
Chromebook ID Assigned	Date Issued	Staff Member	Google Admin
	Date Returned	Staff Member	Google Admin
Damage Reported?			
Damage Observed?			