

# Toronto City School District

## Chromebook Agreement

### DEVICE PURPOSE

The Toronto City School District is supplying students with a Chromebook device. The device is and will remain the property of the School.

The supplied device will provide each student access to educational materials needed to be successful. The Chromebook allows student access to G suite, educational web-based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking, or other non-educational content.

### GOOGLE CHROMEBOOK STUDENT AGREEMENT

The Toronto City School District is pleased to be able to offer our students access to a Google Chromebook to advance their education. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. Students you are responsible for the general care of the Chromebooks that were issued to you by the Toronto City School District. Please take care of it like it was your own.

1. **Saving Documents on Google Docs:** Students will be logging into G Suite for education domain and saving and sharing documents to Google Drive with each individual's Google login. The student can access his or her schoolwork from any computer that has Internet access.
2. **Software of Chromebooks:** All software and apps on the Chromebooks will be installed and managed by the Technology Coordinator. Students will be limited in what additional apps they are permitted to install on their devices but may request access to an app as needed/wanted. From time to time the school may add or delete software applications for efficiency and effectiveness. This is an automatic operation done by the school's Technology Coordinator.
3. **Chromebooks Must Be Brought to School Each Day Fully Charged:** Students must charge their Chromebooks each evening. In cases where the student forgets, it may or may not be possible to connect their device to a power outlet in class; and habitual forgetting will not be tolerated. Charging the Chromebooks at school will be allowed for emergency situations. The charging area will be in the Library and can ONLY be used in the morning before first period, and after school. No student will be permitted to leave the classroom to charge their Chromebook.
4. **Inspection:** Students may be selected at random to provide their Chromebook for inspection. The purpose of the inspection will be to check for proper care and maintenance as well as inappropriate material being on school premises and into the school.
5. **Chromebook Check-In:** Chromebooks will be returned to the Technology Department during the last week of school for the summer. Seniors who have met all graduation requirements and have adhered to the Chromebook Policy will take their devices with them. If a student transfers out of Toronto City Schools during the school year, the Chromebook must be returned at the time of withdrawal. If a student's Chromebook and/or AC power adaptor have been damaged or defaced, the student will be billed, either for the repair or replacement of the Chromebook, the adapter, or both during the year-end check in, or when the student withdraws from Toronto City Schools.

If the student's Chromebook is not returned during the year-end check-in or upon transferring out of the district, the building administrator will ensure that it is returned in a timely manner. If the

administrator is unable to obtain the student's Chromebook, the student will be billed for the replacement of the Chromebook, the adaptor, or both by adding the cost of the equipment to the student's school fees. Failure to pay fees in a timely manner may have consequences that could result in the student's inability to participate in graduation ceremonies and graduate.

6. **Non-Functioning Chromebooks/Repair:** Chromebooks that are broken or fail to work properly must be taken to the Technology Coordinator during the morning before first period. The drop off location will be inside the library at the circulation desk. A repair request form must be completed when students drop off their devices. The Technology Coordinator will evaluate the Chromebook given for repair. If the damage is deemed intentional, the student will be directed to the administration. Intentional damage will not be tolerated and will not be covered under the insurance policy.
7. **Consequences for Violations:** Violations of the Chromebook Policy or Acceptable Use Policy may result in disciplinary action. Consequences may include, but are not limited to, the loss of a user's privileges to use the school's information technology resources. Further disciplinary action may be imposed in accordance with the Student Code of Conduct up to and including suspension, or expulsion, depending on the degree and severity of the violation.
8. **Supervision and Monitoring:** The use of District owned information technology resources is not private. The school, administrators, and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators and teachers reserve the right to examine devices in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement. The District reserves the right to limit the time of access and priorities among competing acceptable uses.

### **CARE AND PROTECTION OF THE CHROMEBOOK**

1. **Screen Care/General Precautions:** The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.
  - Close the Chromebook screen when not in use and NEVER carry one by the screen
  - Do not lean on the top of the Chromebook when it is closed.
  - Do not place anything near the Chromebook that could put pressure on the screen.
  - If using a carrying case do not place anything in the case that will press hard against the cover.
  - Do not place anything on the keyboard before closing the lids (pens, pencils, jump drives)
  - Clean the screen with a soft, dry cloth, or anti-static cloth.
  - Do not bump the Chromebook against lockers, walls, stickers, or labels, a label with your name is acceptable.
  - No food or drink allowed next to your Chromebook.
  - Chromebooks must never be left in an unlocked car or any unsupervised area and avoid extreme heat.
  - Students are responsible for having a charged Chromebook at the start of each school day.

2. **Chromebook Costs:** Students are responsible for all physical damage done to their Chromebook whether accidental or intentional (parts, labor, and shipping unless insurance is purchased). The costs below include both parts and labor that will be billed to the student unless insurance was purchased. Approximate costs are:
- Up to \$320 total replacement
  - \$75 LED panel
  - \$100 motherboard
  - \$75 touch panel
  - \$45 battery
  - \$75 keyboard
  - \$45 charger
  - \$15 charging port
3. **Chromebook Insurance:** Insurance for a Chromebook may be purchased annually for \$25 per school year and covers manufacturers defects, parts, labor and shipping costs for repairs. The insurance does not cover for the loss of the Chromebook and/or its charger, cosmetic damage, or damages caused by intention misuse and abuse. Tampering with and/or taking apart the unit will void all insurance coverage. The Toronto City School District will assess the Chromebook damage and repair or replace if the damage is determined to be covered under the manufacturer's warranty.

#### **DISCLAIMER OF LIABILITY**

The District shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss, incurred by a user, or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio Public Records law, it is also impossible for the district to guarantee confidentiality of email sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

1. I will take good care of the Chromebook device I am assigned and know that I will be issued the same Chromebook each year.
2. I will bring my Chromebook to school charged and ready for use daily.
3. I will not use my Chromebook to charge other devices.
4. I will never leave my Chromebook unattended.
5. I will never loan my Chromebook to other individuals.
6. I will keep my Chromebook in a secure place at all times.
7. I will keep food and beverages away from my Chromebook.
8. I will not disassemble any part of my Chromebook or attempt any repairs.
9. I will protect my Chromebook by carrying it carefully.
10. I will use my Chromebook in ways that are appropriate and educational.

11. I will not place decorations (such as stickers, markers, etc.) on the Chromebook.
12. I will not deface the identification sticker on any Chromebook.
13. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the Toronto City School District until I graduate.
14. I will follow the policies outlined in the Chromebook agreement.
15. I will report a lost, stolen, or damaged device to the Technology Coordinator immediately.
16. I will be responsible for all damages or loss caused by neglect or abuse.
17. I agree to pay for the Chromebook and/or accessories in accordance with the Chromebook Agreement in the event any of these items are lost or stolen.
18. I agree to return the district Chromebook and accessories at the end of the school year, or if I leave the district, in good condition.
19. I will complete all assignments that are to be done using the Chromebook.
20. I understand that the Chromebook Agreement is subject to change, it is my responsibility to be aware of any and all changes. Students and parents will be notified of any changes.

Upon receiving my Chromebook, I agree to the stipulations set forth in the Chromebook Agreement and the district's Acceptable Use Policy as described in the student handbook. I know that Chromebook insurance may be purchased for each year that I attend Toronto City Schools.

