

MUNCIE COMMUNITY SCHOOLS

Chromebook STUDENT/PARENT AGREEMENT 2017-2018

This agreement pertaining to the use and care of Muncie Community School's Chromebook, is made and entered into as of _____ day of _____, 2017 between Muncie Community Schools and:

Parent/Guardian of:

_____ (Student first name)

_____ (Student last name)

As the parent/guardian of the above-named student who is enrolled at MCS, I acknowledge that the Muncie Community Schools requires all students to have a Chromebook issued for school use by the district.

I am entering into this agreement on behalf of myself for the benefit of the student and I hereby assume responsibility for communicating the terms of this agreement to the student.

This device is for the purpose of conducting school work during school hours or while working on school related projects; however, personal use of the device is permitted at other times, within the limitations of this contract. At all times, while using the Chromebook, students will be held accountable for compliance with the MCS technology **RUP (Responsible Use Policy [Student Handbook]) and the Chromebook policies**. Students will follow the direction of school administration and teachers as related to the Chromebook.

MCS reserves the right to take possession of the device at any time without prior notice, for any purpose it deems appropriate.

Chromebooks must be turned in at the end of each school year. Provided the student remains in the MCS for the following school year, he/she will receive the same Chromebook originally issued to him/her. The original agreement will remain on file until the student withdraws or graduates from MCS.

SOFTWARE/APPS

I acknowledge that all apps installed by MCS on the Chromebook are the property of MCS. **Students are NOT permitted to remove any MCS installed apps from the Chromebook.**

HARDWARE

The Chromebook screen is to be kept free of scratches or other permanent damage; if damage occurs, a *Chromebook MCS Damage/Theft Report* must be submitted to MCS immediately. (Report forms will be available at your school's office or at the administration building.)

SECURITY

I understand that MCS has a secure Wi-Fi network on campus that is designed to prevent students from accessing inappropriate sites. While off campus parents are strongly advised to monitor student's internet use.

INSURANCE

Voluntary insurance is available for purchase. See attached documents.

The undersigned shall indemnify and hold the Muncie Community Schools, its employees and agents, harmless from any and all claims, costs, damages and causes of action, including expenses and attorney's fees in defending the same, arising from or in connection with the use of the Chromebook.

Parent/Guardian of

(Student's last name) (Student's first name)

(Grade)

Date

School _____

See page 2 for more information and signature

Google Apps for Education Parental Permission

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding Indiana law, a student’s education records are protected from disclosure to third parties. I understand that my student’s education records stored in Google Apps for Education may be accessible to someone other than my student and Muncie Community Schools by virtue of this online environment. My signature below confirms my consent to allow my student’s education record to be stored by Google. I understand that by participating in Google apps for education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (<https://www.google.com/intl/en/policies/privacy/>). I understand that I may ask for my child’s account to be removed at any time.

Choose an option below:

YES, I give permission for my child to be assigned a full Muncie Community Schools Google Apps for education account. This means my student will receive an email account, access to Google Docs, and Calendar.

YES, I give permission for my student to be assigned a full Muncie Community Schools Google Apps for education account, BUT would like to OPT OUT of granting my child email access.

NO, I do not give permission for my child to be assigned a full Muncie Community Schools Google Apps for Education account. This means my student will NOT receive an email account or access to Google Docs and calendar.

I have read and agree to the policies outlined on the Chromebook Student/Parent agreement and attached Student Chromebook Procedures:

Parent Signature

Date

MUNCIE COMMUNITY SCHOOLS

STUDENT Chromebook Procedures

Muncie Community Schools (MCS) has a 1:1 technology program. This is truly a unique opportunity to learn using the tools that will be routine in post high school education and the workforce. Students issued Chromebooks are expected to have them at school each day. If, for some reason, a student loses his/her privilege to have a Chromebook, he/she will complete work without the device.

Responsibility. Muncie Community Schools is distributing Chromebooks to selected students as part of a pilot program. MCS will maintain ownership of the Chromebook throughout the student's enrollment with the Muncie Community Schools. While MCS owns each Chromebook, students are responsible for the care and maintenance of the device. The same Chromebook will be issued to the student throughout their enrollment in middle school and/or high school. To clarify, a student will be issued the same Chromebook for up to four years, depending on his/her year in school. The Responsible Use Policy (RUP) applies to each student and the Chromebook Agreement must be signed by a parent/guardian before the Chromebook is distributed.

Students are responsible for maintaining the Chromebook. Proper use and maintenance of the Chromebook include:

- keeping the screen free from scratches
- maintaining the battery, ensuring that the Chromebook is charged for the school day
- keeping the Chromebook in a secure location
- bringing the Chromebook to all classes or securely storing when necessary or instructed to do so
- failing to bring their Chromebook to school will **not** excuse the student from any class assignments
- repeatedly leaving the Chromebook at home may result in the temporary loss of Chromebook privileges/possession
- malfunctioning or damaged Chromebooks must be reported to the principal/school personnel or the technology department immediately
- intentionally damaging, abusing and/or misusing the Chromebook will result in disciplinary action
- responsibility for the entire cost of the repairs to Chromebooks that are damaged intentionally

Apps, Files, Syncing and More

- The Chromebooks will be synced to a MCS account. MCS will maintain the required apps on the Chromebooks and cover all expenses for those apps. Middle and High school students will have access to the Google Play store.
- Periodic inspection of Chromebooks will be conducted by school personnel to ensure that no inappropriate apps are installed. Inappropriate apps will be removed and disciplinary action will be taken. The school/district does not accept responsibility for lost documents due to a reformat.
- Chromebooks must be surrendered immediately upon request by school personnel.
- The apps originally installed by the district must remain on the Chromebook in usable condition and easily accessible at all times.
- Chromebook must be closed in hallway.
- Students may be required to turn in their Chromebooks for upgrades, syncing or maintenance
- Students are allowed to connect to wireless networks on their Chromebooks. This will assist them with Chromebook use while not on school property. Printing at home may require a wireless printer (not provided by MCS), proper settings on the Chromebook, and the correct app.
- Correct procedures for saving and transferring a file to and from the Chromebook will be covered will be given to the student when needed. This process may vary from one teacher to another
- Social networking may only be used for curriculum purposes. The necessity for 'social networking/communication' is being monitored and evaluated for student use. This is an evolving subject.
- Carry your Chromebook as you should carry a book.

Use at School

- Students are required to have their Chromebooks at school every day. The Chromebooks should be charged and ready for a full day's use. The teacher will manage the use of the Chromebook in the classroom. Chromebooks may be used before and after school for educational purposes.
- Camera: Inappropriate use of the camera or any recording function as stated in our RUP and Student Handbooks will result in disciplinary and/or legal action, plus loss of use.

Use at Home

- Parents are encouraged to set parameters regarding Chromebook use at home. The Chromebook is a WiFi enabled device and is capable of accessing the internet when wireless networks are available. Internet access is an important part of the functionality of the Chromebook. Every effort will be made to create homework that can be completed on a home computer or on the Chromebook. When necessary, a student's internet history will be logged and reviewed by MCS.
- Parents must be diligent to enforce the RUP and the Chromebook Procedures when students are using the Chromebook at home.
- Use at home is expected to be handled by the parents.

Misuse of Chromebook

- As is the case with all technology, there is the potential that the Chromebook can be used in inappropriate ways. While on the internet, MCS will provide internet filtering for the device and when at school, personnel will monitor to ensure the device is used properly. The consequences of misuse at school will be handled accordingly. The following student or parent activities are prohibited:
 - Any action that violates school policy
 - Any form of cyber-Bullying is PROHIBITED!
 - Transmitting, accessing, uploading, downloading, or distributing offensive, profane, pornographic, obscene, or sexually explicit materials
 - Hacking or erasing the Chromebook in any way. Violation of this will result in a fee charge to reimage the Chromebook
 - Use of chat rooms, sites selling term papers, book reports and other forms of student work
 - Changing of Chromebook settings (exceptions include personal settings such as font size, brightness, etc.)
 - Spamming-Sending mass or inappropriate emails
 - Gaining access to other students' accounts, files, and/or data
 - Vandalism to hardware, software or data
 - Bypassing the MCS web filter through a web proxy

Legal Guidelines

- All rights to privacy of information stored on the Chromebook are waived by the user. MCS may review files and communications on the Chromebook to ensure that the Chromebook is being used in accordance with applicable policies and laws.
- MCS provides the Chromebook as is and without warranties, expressed or implied, as to merchantability, fitness for a particular purpose or otherwise, except as provided herein. MCS is not responsible for any financial obligations incurred through access to the Internet on the Chromebook.
- All students will comply with trademark and copyright laws and all license agreements.
- Plagiarism is a violation of the MCS RUP. 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.
- Violation of applicable state or federal laws will result in criminal prosecution or disciplinary action by the district.

Returning Your Chromebook

- Students who graduate early, withdraw, are suspended or expelled, or terminate enrollment at MCS for any other reason must return their individual school Chromebook on the date of termination. - Annually 12th grade students will turn in their Chromebooks before graduation.
- The student will pay the replacement cost of the Chromebook, or, if applicable, any insurance deductible. Failure to return the Chromebook when requested will result in a theft report being filed with the Muncie Police Department. Furthermore, the student will be responsible for any damage to the Chromebook, consistent with MCS's Chromebook Insurance Policy and must return the computer and accessories to the Technology office or school principal.

Summer

- Chromebooks will be returned to the district prior to summer dismissal.

Chromebook Insurance

- Muncie Community Schools' families have the option to purchase insurance through the school as part of the Chromebook 1:1 program. All families are encouraged to participate in the insurance option but are not required. Families who do not purchase insurance are responsible for the full replacement cost of the Chromebook.