

1:1 Chromebook/Technology Agreement

Online Access Protection

Carteret County Public Schools (CCPS) provides access to educational resources while making every effort to restrict access to potentially objectionable material. CCPS will maintain a filter which protects against access to visual depictions that are obscene, child pornography or harmful to students. CCPS may monitor student access to the internet. Teachers and staff will personally monitor student activity on school premises as part of their normal oversight of the instructional environment.

Students will be required to access the internet through the CCPS web filter on and off school campus while using school-issued devices. The filter will require students to authenticate using their CCPS username and password to access the internet. This measure is to assist in preventing access to inappropriate content.

There is no expectation of privacy with either the use of or the contents on the device and/or within cloud services.

Electronic messaging and transmitted data stored with CCPS accounts shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.

Although student-use outside the school environment is filtered using the CCPS web filter, it is ultimately the responsibility of the parent/guardian to monitor online activity for students. Regardless of the method of monitoring, students are ultimately accountable for complying with CCPS policies and the guidelines throughout this handbook.

Filtering/Internet Access/Virus Protection

- As required by the Children's Internet Protection Act, a current filtering solution is maintained by the district for school and home use on devices. The district cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the internet. It is expected for students to be monitored while using the devices in both the school and home environments.
- CCPS will not serve as the Internet Service Provider (ISP) for home use. However, CCPS will provide filtering of CCPS digital devices while connecting to the internet away from school from home. In order for a student to access the internet, the parent/guardian must contract with an ISP (e.g., CenturyLink, AT&T, Verizon, Spectrum, etc.). At home, a student would need a wireless router or gateway in order to use the school-issued device.

Education, Supervision, and Monitoring

Posting information which would violate the laws pertaining to access by other students will be treated in the same manner according to the discipline plan for students and the regulations for employee conduct for staff.

All students and employees are expected to comply with the CCPS Responsible Use Policy (3225/4312/7320). Failure to comply will result in disciplinary action as directed by district and/or school administration.

Social Networks

Social networking for joint participation in projects and other school related activities are valuable experiences which should be used with permission and with caution. The following activities are deemed unsafe practices and constitute a violation of responsible use:

- to bully or threaten another person
- to cheat on assignments that are confined to individual completion
- for personal business
- to share personal information (about self or others)
- to communicate false or misleading information

- to access or demonstrate inappropriate or objectionable content

Policies governing responsible behavior between adults and minors are applicable in online correspondence just as they would be with any in-person correspondence.

Digital Device Use

Deployment: Students and their parent/guardian must sign an agreement (located at the end of this booklet) before students will be permitted to take devices home. Students and parents/guardians are encouraged to ask questions and have a full understanding prior to signing the agreement.

Terms of Loan: CCPS will loan a device to students for home and school educational use upon compliance with the district's policies which will be shared during the orientation meeting and can be later accessed from www.carteretcountyschools.org, or printed by request from the school or district office. Devices are property of Carteret County Public Schools and all users must comply with CCPS policies and guidelines throughout this handbook.

Restrictions: Legal title to the asset (device) is and at all times remains with CCPS. A student's right of possession and use is limited to and conditional upon full and complete compliance with the following CCPS school policies: Internet Safety (3226/4205), Technology Responsible Use - Students/Employees (3225/4312/7320), Technology in the Educational Program (3220), Web Page Development (3227/7322), and Employee Use of Social Media (7335).

- Students may be subject to loss of use, fees, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in throughout this handbook.
- A student's permission to use the device terminates no later than the last day of the school year unless there is a reason for earlier termination by the district (e.g. drop-out, expulsion, and/or withdrawal, transfer to another school).

Appropriations:

- Students are required to turn in assigned devices on the designated day at the end of the school year or when leaving enrollment at the school.
- Failure to return the property by designated deadlines and the continued use may be considered unlawful appropriation of property.
- In the event a student fails to return the assigned device by the designated date, the device will be reported as stolen property to local law enforcement and any associated damage or replacement costs will be assessed.

Loss, Theft, Damage or Issues: Devices are recognized as valuable assets entrusted to students for care and maintenance during the school year. Students and families are expected to protect the equipment from damage, loss and theft and to secure the equipment when it is in their possession to prevent damage, loss or theft.

In the event of loss or theft, the parent/guardian must:

1. Report loss/theft immediately to the appropriate authorities (e.g., police department, security, etc.) and no more than 24 hours after discovery.
2. Obtain a theft report from authorities and submit report to the school office.

To report damages or an issue with devices, students or parents/guardians must:

1. Notify the student's teacher immediately upon arrival to campus the following day.
2. If the teacher is not available, a school administrator should be informed of the issue.

Revocation of Permission: CCPS reserves the right to revoke permission to use the device at any time if the student does not fully comply with the CCPS policies and the guidelines throughout this handbook.

Modification to Program: CCPS may modify these procedures or terms of use at any time.

Proper Use and Device Care

Students are responsible for the devices they have been issued. Devices that are broken or not working properly and in need of repair or replacement must be reported within 24 hours. Students should report the issue to their assigned teacher for the period in which the damage occurred. School staff will submit a Technical Services Request for any issues.

Employees will determine whether to repair the device on site or issue a loaner. All associated repair/replacement fees will be assessed by school and district employees. If the student is responsible for intentional damage, the parent/guardian and student will be addressed by the principal or his/her designee to determine fees and disciplinary action.

Proper Care Guidelines:

- Close the lid before moving the device.
- Never close objects between the lid and keyboard.
- Never attempt repair or reconfigure settings.
- Stickers, marker, label, or other personalization is not allowed (personalization on a external cover is acceptable).
- Devices may have labels/tags (e.g., bar- coded serial number, medal asset tags, etc.). **Under no circumstances should labels be removed or modified.** If labels or barcodes are removed, students should notify their teacher immediately.
- Do not open or tamper with the internal components.
- Do not remove any screws - doing so will render the warranty void.
- Take care when inserting cords, cables and other removable storage devices to avoid damaging ports.
- Do not leave in direct sunlight or ultraviolet lighting for extended periods of time.
- Do not leave inside a cold or hot vehicle for long periods of time.

Proper Storage:

- Do not overload in carrying case/backpack.
- Do not throw in carrying case/backpack - lay on a flat surface.
- Do not sit/stand on the device (even when it is in a backpack/carrying case).
- Do not store food/drink (e.g., wrappers or bottles) in the same backpack/carrying case.
- Do not leave devices unattended or in an unsecure location - use designated storage facilities (e.g., a secured locker) while at school and away from school.

Proper Use:

- Keep device on a flat, solid surface so that air can circulate (e.g., using device on a bed or carpet can cause damage due to overheating).
- Keep away from liquids, food and other debris to avoid damages.

Screen Care:

- Screens are very susceptible to damage from excessive pressure or weight.
- Avoid picking up the device by the screen.
- Avoid placing your finger directly on the screen with any force.

Cleaning Devices:

- Disconnect from the power outlet before cleaning.
- Never use liquid cleaners.
- Clean the touchpad with lightly dampened cloth.
- Clean the screen with a soft, lightly dampened, lint-free cloth or use anti-static screen cleaners or wipes.
- Wash hands frequently to avoid buildup on the touchpad.
- Hand lotions can affect the functionality of the touchpad.
- Grease and dirt can cause the cursor to jump around on the screen.

Charging and Battery:

- Students are **expected** to bring devices to school each day with a fully charged battery. Students may be given the use of a loaner device (depending on the procedure of the school) however, repeated offenses will not be

tolerated. Students leaving devices at home may be required to complete assignments using alternate means (as determined by the teacher).

- For prolonged periods of inactivity, logout and power off to conserve battery.
- Devices are not allowed on overnight trips or field trips without the expressed written approval of the principal and the parent/guardian.
- Students should abide by school-based procedures for use of the device during lunch periods and in areas of the building used for eating and drinking.
- Students should **always** be placed on a table or solid surface to charge. (not on a bed or carpet)

Login Procedures: Students should never share passwords, usernames or other authentication credentials. Students are responsible for activities performed with their CCPS username and password. CCPS devices are ONLY to be used by the student to whom the device is assigned. Other students, parents, siblings, etc. should not be using CCPS devices.

School Use: Students will use their unique CCPS username and password. Always abide by CCPS requirements for maintaining security of these credentials.

Home Use: Student CCPS login credentials still apply when using CCPS digital devices outside the school building. Home router passwords are not managed by CCPS and must be managed with the support of the individual's ISP (e.g., Verizon, Centurylink, Charter, Spectrum, etc.).

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.

Failure to follow the guidelines for use and care of devices will be addressed as specified in the CCPS Student Code of Conduct and may result in disciplinary action.

Frequently Asked Questions www.tinyurl.com/ccpstechfaq

Do Chromebooks require an internet connection? The Chromebook has full function when connected and limited capacity without an internet connection. Any work created while offline will automatically sync when connected to the internet.

What if I don't have wireless internet (Wi-Fi) at home? There are several low cost options available in the area. There are also many free options throughout Carteret County including government buildings, libraries and local businesses. Keep in mind, the Chromebooks can work in a limited capacity even when not connected.

Will I be issued another Chromebook if mine gets lost, stolen, or damaged? There will be a limited number of loaner devices for day users. After school officials assess damages, possible replacement fees and depending on the length of repair time, students may or may not be issued a "loaner" device.

What if I fail to pay the associated damage or replacement fees if my Chromebook gets lost, stolen, or damaged and I do not comply with the requirements in this handbook? The fees will be added to student accounts for purposeful, negligent and irresponsible care of devices. This can also result in disciplinary action.

Do students have to take a Chromebook home? No. Parents/guardians should make arrangements to work with the principal to develop an appropriate plan for their student.

Glossary of Words to Know www.tinyurl.com/ccpstechglossary

1 to 1 or 1:1 - One device per student. Each student has a device, such as a laptop or tablet, for mobile learning.

Apps- Applications, or programs running software.

Chromebook- A device that runs the Chrome operating system.

Cloud Computing- Data and software is being managed and stored using remote servers (web-based). Basically, little or no data is stored on a cloud-based device.

Day User- An individual who only has access to an device during the school day. S/he must check out a device each morning and check it back in at the end of the school day.

Sync- Making files, programs, apps, bookmarks, etc. the same on multiple devices.

Web-based- Apps and software that need access to the internet (web) in order to update and be fully functioning



1:1 Chromebook/Technology Agreement Acknowledgement Form

Student Information

ECHS

Last Name First Name Middle Name Grade School

Parent/Guardian Information

Last Name First Name

Address: Street City Zip Code

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Phone Numbers: Primary Secondary Additional

Parent/Guardian and Student Agreement (if neither option is initialed, it is assumed that permission is granted by your signature below)

_____ I **DO** give permission for my child to take the school-issued Chromebook home. (Tech fee **MUST** be paid.)

- While at home, the computing resources will be used as an educational tool.
- In the event of negligence, I understand I am responsible for replacement costs.
- We will provide our own case, sleeve, or bookbag with a computer sleeve.

_____ I **DO NOT** give permission for my child to take the school-issued Chromebook home.

- I understand that I am still responsible for costs of damage, loss or theft occurring while it is checked out to my child at school.

Terms of Agreement I hereby agree to fully comply with this agreement. As a student, I understand that my privilege to use, and possession of the property, terminates the last student day of the school year, unless terminated earlier by the school. I also understand if the property is not returned by the last student day of the school year, I will be financially responsible for the replacement cost, as listed above.

Our signatures below indicate we will fully comply with the terms of this agreement set forth in the preceding pages.

Hold Harmless Agreement In consideration for being allowed to use a Chromebook for the purpose of enhancing delivery of instruction through advanced technology, I hereby agree to waive and to indemnify, defend and hold harmless the Carteret County Public Schools and its employees from and against all claims, demands, suits, liabilities, damages, losses, and expenses resulting from or arising out of the use of the property as described in this agreement, which causes bodily injury, illness, death, or other damage to persons or property.

Parent/Guardian Signature

Student Signature

Date