

FRONTIER REGIONAL SCHOOL

STUDENT CHROMEBOOK LOAN AGREEMENT & PROCEDURE

Purpose

The purpose of the 1:1 device program at Frontier Regional School is to provide additional collaboration tools for all learners, opportunities for creativity and innovation, enhance students' ability to engage with educational online content, promote the development of self-directed and personalized learning and become well versed in digital citizenship.

Equipment Provided by Frontier Regional School

- 1x Chromebook Mobile Device
- 1x Respective Model Changer
- Chromebook Management License - Allows forced enrollment into school network which highly discourages theft

Optional Accessories not provided by Frontier Regional School

- Carrying Case or Shell
- Mouse
- Earbuds

It is recommended that students obtain a carrying case for safe travels. Device shells are also permitted if desired but don't always provide adequate protection to drops.

1:1 Chromebook Acceptable Use

- School issued Chromebooks should be used for educational purposes, and students are to adhere to the Acceptable Use Policy at all times.
- Frontier Regional School's administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.
- Inappropriate media may not be used for Chromebook backgrounds or themes. No images or graphics containing people can ever be used as a background or theme. The presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- Manufacturer and school barcode tags shall not be removed, covered or marked upon.
- Teachers, school administrators, and the Office of Information Technology (OIT) staff use monitoring software that allows them to view the screens and activity on student assigned Chromebooks.
- The school district uses an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in and out of school), will have Internet activity protected and monitored by teachers, school administrators, and the OIT staff. If an educationally

valuable site is blocked, students should contact their teachers to request the site be unblocked. Such requests will be given consideration following administrative review.

Distribution of Devices

- Chromebooks will be issued at the start of each each school year in a coordinated schedule. During this process, students will create a unique password and review the Acceptable Use Policy.
- Students that are unable to attend the scheduled issue dates may contact the Office of Information Technology in room A220.
- Chromebooks are issued to individual students. Students shall not lend their device to other students and they must maintain positive control of this device at all times.
- Frontier Regional has standardized on specific device models which greatly simplifies management, instruction and use within the classroom. Personal devices are not permitted as a substitute device for the chromebook. WiFi network access will not be provided for student personal devices during school hours.
- In some cases BYOD access may be required. Requests for permissions should be submitted to the OIT department for approval. Please Note, that approval or denial will take some time and will not occur immediately at the time of the request.

Student and Staff Training

At a minimum, the Office of Information Technology and Library Staff will provide annual training in the following topics:

- Acceptable Use Policy and Digital Citizenship
- Best Practices for Online Safety and Security
- Chromebook Device and G-Suite Apps (Grade 7 only)

Device and Device Ownership

- High School (9-12th grade) students will be allowed to carry and transport the school issued Chromebook to and from school.
- High School students are encouraged to use their Chromebooks at home and other locations for educational purposes.
- Middle School students will pick up at their assigned chromebook in their Advisory room in the morning, and return it at the end of the day to the changing station.
- Middle School students will not be allowed to take their assigned Chromebooks home.
- Battery Life is between 5 and 8 hours. Managing the use and screen brightness can lower the battery discharge.
- Virus protection is built into the Chrome OS design. Additional security logs are managed by the IT staff.

- Google Apps Email, Docs, Sheets, Slides, and Drawings will work in an offline environment. Generally, a WiFi internet connection is recommended in order to gain access to the most current information.
- Teachers may request the installation of additional APPS/Extensions, each request will be evaluated by the OIT for compatibility, functionality and data privacy. Apps/Extensions can only be configured school wide. In other words, OIT cannot push extensions and apps to single users. Therefore great discretion is needed before changes to all chromebooks occur.
- Chrome OS updates will occur automatically and may require a restart to complete.
- Teachers may request additional APPS/Extensions to be placed in the Chrome Web Store (an alternative to pushing the APP/Extension to the entire school) by submitting a ticket request to the OIT. Each request will need to be evaluated by the OIT for compatibility, functionality and data privacy. Once an App/Extension is approved you will be notified with instructions on how to access the app/extension.

If a student does not bring his/her Chromebook to school

- A student may borrow a Chromebook for a class that requires the use of the Chromebook on that day. Students may only borrow a Chromebook for one block at a time and only if a loaner is available.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- Students will be responsible for returning the loaned device to the library at the end of the block.
- To request a device for loan, please see the library staff.

Chromebooks Under Repairs

- When repairs are needed, students must bring the device to the OIT (Room A220) and complete an online ticket. A Kiosk machine in room A220 will be available for this purpose. The ticket will be used to track repair statuses and generate emails to the student. It is important that the student checks their school email for repair updates.
- In most cases a loaner Chromebooks will be issued to students when they leave their school-issued Chromebook for repair.
- A student borrowing a Chromebook will be responsible for any damage to or loss of the loaned device.
- When students are using a loaner device, because their device is being repaired, they may keep the device for the entire school day and bring the device home (HS students only).
- An email will be sent to the user when their Chromebook is repaired. The student will receive an invoice detailing the type of repair and any fee that is owed. The loaner Chromebook must be returned before students can claim their device.

Returning the Device

- Students who withdraw from Frontier must return their device and power supply to the Office of Information Technology in room A220. A receipt will be issued confirming that the Chromebook was returned. Failure to return the device will result in a replacement charge,
- Graduating students must return their device and power supply. Failure to return the items will result in a charge for device replacement.
- Devices are returned each year prior to the summer break. This allows OIT to inventory all devices, repair known problems, and ensure devices are ready for the start of the school year. The following school year students will receive the same device.

Device Charging

- High School Students are expected to bring a fully charged Chromebook to school everyday. These devices are designed for 8 hours of battery life
- Middle School students are expected to plug in e their Chromebooks at the charging station in their assigned Advisory class each afternoon before leaving school.
- Limited changing stations are available in the Library. Charging devices in the classrooms during class time are not permitted.
- Failure to bring a charged device to school is the same as coming to class unprepared.

Personalizing the Chromebooks

- High School Students are encouraged to personalize the cover of their chromebook for easy identification. Static-cling decals that peel off easily are encouraged so that students can easily identify their Chromebook visually. Media is subject to inspection, and must follow Frontier Regional School's Acceptable Use Policy.
- Middle School Chromebooks must remain free of any writing, drawing, stickers, paint, tape, adhesives and labels.

Printing

- With available tools to share and send files digitally, staff and students are encouraged to limit printing.
- High School Students can print to a Laserjet printer located in the Library or room A210.
- Middle School Students can print to the Laserjet printer located in the Library or Middle School hallway.

Data Backup

- Data stored locally on the chromebook is not backed up in any manner.

- Data lost or deleted within Google Drive generally is recoverable by the OIT staff up to 30 days.

Care of Device Guidelines

- General Precautions to Ensure Care of Devices

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures, for example leaving it in a car overnight during the winter or on a hot day.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Heavy objects should never be placed on top of Chromebooks.

- Traveling

- Back packs containing Chromebooks should be handled with care. Always transport Chromebooks with care
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open

- Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

- Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones / earbuds may be used at the discretion of the teachers.
- Students should have their own personal set of headphones / earbuds for sanitary reasons.

Device Maintenance, Fees, Insurance Options

- Students experiencing any issues with their chromebook must contact the Office of Technology in room A220. You must not bring the Chromebook to a third party for repair. All repairs must be handled exclusively by Frontier Regional School. Repairs must not be attempted by students or parents.
- Parents and guardians agree to reimburse Frontier Regional School for any expenses or damages incurred by accident, misuse, misplacement, and theft of school owned devices such as Chromebooks in 1:1 school deployment. Insurance is available to cover accidental damages and theft.
- Manufacture defects will remain the financial responsibility of the school
- Parents and guardians will have access to optional third party insurance carriers. Families without insurance will be charged a fee depending on the repairs needed.

Insurance and Fees

Repair Costs

- Screen Damage and Replacement - \$75
- Keyboard or Trackpad Repair - \$100
- Individual Key Replacement - \$15
- Power Adapter - \$25
- Full Device Replacement - \$200

Insurance Option

- Frontier Regional School District has chosen **Worth Ave. Group** as the vendor of choice to insure school issued Chromebooks. Insurance with Worth Ave. Group will protect the device against ACCIDENTAL DAMAGE, THEFT, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off school grounds). The policy is also transferable to a replacement unit.
- Deductible: \$0
- Term: 1 year
- Insurance Cost per year: \$20.00

The deadline to sign up for Insurance is October 6, 2017

- To sign up for insurance, please review and complete the Worth Ave. Group Insurance Coverage form. For the Serial Number field please enter either the Asset Tag number under the "Property of". Return form and payment to the Frontier Regional School Main Office.

Frontier Regional School Chromebook Loan Agreement Acknowledgement Form

Student Name (Please Print): _____

Parent Section

Technology Agreement of Terms:

I hereby release Frontier Regional School, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Frontier Regional School computer network, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

- I will instruct my child regarding the rules of use of the information systems contained in this Chromebook Loan Agreement and Acceptable Use Policy, and understand and agree that the agreement contained herein are incorporated into the contract under which my child is enrolled at Frontier Regional School.
- I understand that is impossible for Frontier Regional School to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network.
- I also agree to report any inappropriate use of the system of which I am aware to the school administration
- I accept full responsibility if and when my child's use of information technology is not in a school setting and understand that my child is subject to the same rules and agreements while not at school if using Frontier Regional School's equipment or Frontier Regional School's network resources. (High School Students only)

I have read and understand the information contained in this document and agree to abide by all rules set forth in this agreement and the Policy. By signing I am also agreeing that I am responsible to pay all associated costs relating to device replacement for accidental or intentional damages (by my child) in any way.

Parent/Guardian Name (Please Print): _____

Parent /Guardian Signature: _____ Date: _____

Student Section

I understand that it is my responsibility to care for my assigned Chromebook at all times and abide by the rules set forth in this document. I understand that I will be accountable for my actions and my use of all the resources the school provides to me. I will not engage in activities that would be damaging to the Chromebook, to myself, or to my peers.

Student Name (Please Print): _____

Student Signature: _____ Date: _____