

# Morgan County School District

## Chromebook Rental Agreement

---

There will be a \$100 deposit required at the time of rental. The deposit will be refunded when the device is returned with only normal wear and tear minus any repair/replacement costs. Any repair/replacement costs will first be funded with the \$100.00 deposit, additional costs associated with repair/replacement will be billed .

As the parent/guardian, my signature indicates I have read and understand the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and give my permission for my child to have access to and use the described District-issued technology.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the student, my signature indicates I have read or had explained to me the Guidelines, Procedures and Technology Use Commitment outlined in this handbook, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student Name (please print): \_\_\_\_\_

Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chromebook Serial #: \_\_\_\_\_

# Morgan County School District

## Chromebook Rental Agreement

The Morgan County School District is committed to providing a versatile learning environment allowing students the opportunity to work on their education whether at home or at school. Technology is a tool to promote that learning. The district is providing the opportunity for you to rent a Chromebook for your student to use to enhance their learning process.

### **Renting Your Chromebook**

#### **Parent/Guardian**

A parent/guardian will be required to sign the Chromebook Rental Agreement before a Chromebook can be issued to their student.

#### **Student Distribution**

Students must also sign the Chromebook Rental Agreement prior to receiving their Chromebook.

### **Returning Your Chromebook**

At the end of the school year, students must turn in their Chromebook and accessories. Failure to turn in the Chromebook will result in the student being charged the full replacement cost of the Chromebook. The District may also file a report of stolen property with the local law enforcement agency.

### **Taking Care of Your Chromebook**

Students are responsible for the general care of the Chromebook they have been issued. Chromebooks that are broken or fail to work properly must be reported to the District IT Department. All repairs will then be provided through the District. Any family that attempts outside service of their Chromebook will be required to replace that machine.

Students should never leave their Chromebooks unattended. Failure to take proper care of the Chromebook and power cord may result in disciplinary action and/or being charged up to the full replacement cost of the Chromebook. NOTE: Lost or stolen power cords will be replaced at a cost of \$15.

### **Expectations for Using Your Chromebook**

Chromebooks should be rented for at home use only and must be kept at home.

### **Repairing/Replacing Your Chromebook**

All Chromebooks in need of repair must be reported to the district IT Department for repair or replacement. If repairs take more than 7 days, a temporary replacement will be issued until the original device is repaired and returned to the student.

District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. The family will be required to pay the replacement cost for any Chromebook they take to an outside service.

Loss or theft of the Chromebook is also the student's responsibility and may result in the student being charged and a police report being filed.

Estimated Costs for lost or theft items (subject to change at any time without notice)

Chromebook Replacement - \$329.00 | Power cord - \$15.00

Students should charge their Chromebooks at home every evening.

### **Backgrounds and Themes**

Students may set school appropriate backgrounds and themes for their Chromebook.

Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media may result in disciplinary action.

### **Camera**

Chromebooks have a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will webcams be used to monitor students.

### **Logging into a Chromebook**

Students will log into their Chromebooks using their school issued Google for Education account.

Students should never share their account passwords.

### **Managing and Saving Your Digital Work with a Chromebook**

The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices.

The District will not be responsible for the loss of any student work.

Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

## **Operating System and Security**

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the District.

### **Updates**

The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.

### **Virus Protection**

Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.

There is no need for additional virus protection.

### **Malicious Use**

Students are bound by the Morgan County School District Acceptable Use Policy and Administrative Procedures for all Chromebook use.

### **Content Filter**

The District utilizes an Internet content filter that complies with the federally mandated Children’s Internet Protection Act (CIPA).

All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the District.

If a website is blocked in school, then it will be blocked out of school.

## **Chromebook Identification**

### **Records**

The District will maintain a log of all Chromebooks which includes the Chromebook serial number, and the name and ID number of the student assigned to the device.

### **No Expectation of Privacy**

Anyone using a District owned Chromebook, using District equipment and/or the District network systems has no expectation of privacy in such use. The District has the right to, and does, monitor use of these systems and devices.

### **Monitoring Software**

Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on a student Chromebook.

Damage will be assessed by the cost of the parts to repair and the labor to do so. As parts prices are continually fluctuating exact prices cannot be listed here. Labor is charged at \$20.00/hour.

### **Lost, Stolen or Intentionally Damaged Device and Accessories:**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The estimated replacement costs are listed below for the most common but not limited to repair costs. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the district.

(Prices are subject to change without notice)

Replacement of the Chromebook - \$329

AC Adapter & power cord - \$15

Battery - \$45

Screen Replacement - \$50

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.

### **The student will:**

Respect the Internet filtering and security measures included on the Chromebook.

Back up important data files using cloud storage (such as Google Drive) regularly.

Use technology for school-related purposes only.

Follow copyright laws and fair use guidelines. Only download or import music, video or other content that students are authorized or legally permitted to reproduce or use.

### **The student will not:**

Mark, deface, or place stickers on the school-issued Chromebook.

Attempt to override, bypass or otherwise tamper with the Internet filtering software, device settings, hardware, software, or network configurations.

Attempt access to networks and other technologies beyond their authorized access. This includes attempts to use another person's account and/or password or access secured wireless networks.

Share passwords, attempt to discover passwords, 'hack' to gain access other than your own.

Download harmful, malicious, or inappropriate content including the intentional introduction of computer viruses or spyware.

Attempt to locate, view, share, or store any materials that are unacceptable in a school setting. This includes but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by teachers and administrators.

Reveal or post identifying personal information, files or communications to unknown persons.

Participate in Cyberbullying, including personal attacks or threats toward anyone made while using either District-owned technology.

Use the District-issued device for commercial or political purposes.

In addition to the specific requirements and restrictions detailed above, it is expected that students and families will apply common sense to the care and maintenance of district-provided Chromebooks.

By signing this policy, you agree to abide by all of the conditions listed above and assume responsibility for the care and proper use of Morgan County School District issued Chromebooks. You understand that should you fail to honor any and all of the terms of this commitment, access to Chromebooks, network access, and other electronic media may be denied in the future. Furthermore, students may be subject to disciplinary action outlined in the Student Handbook.