



## Redland Middle School **Google Chromebook Agreement**

Students at Redland Middle School will be issued Google Chromebooks for use in our school. This document will provide students and their parents/guardians with information about taking care of the equipment, using it to complete school assignments, MCPS policies (IGT-RA) *User Responsibilities for Computer Systems, Electronic Information, and Network Security* and being a good digital citizen.

**Students and their parents/guardians are reminded that use of TECHNOLOGY is a privilege and not a right. Activities on any device, network, or electronic communication device may be monitored by the MCPS district authorities. Inappropriate use of the TECHNOLOGY can result in *limited or banned computer use* and/or disciplinary consequences.**

Students and their parents/guardians are responsible for reviewing the Chromebook Agreement.

### **OWNERSHIP of the CHROMEBOOK:**

Montgomery County Public Schools retains sole right of possession of the Chromebooks. The Chromebooks are LOANED to the students while in school for educational purposes for the academic year. Moreover, MCPS 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, delete installed software or hardware.

### **RESPONSIBILITY for the CHROMEBOOK:**

Students are solely responsible for the Chromebooks issued to them.

The student:

- a) **must** comply with the Chromebook Agreement, MCPS Acceptable Use Policy, and all MCPS policies when using their Chromebooks.
- b) **must** place the Chromebooks in the charging cart at the end of every day so that their chromebook remains charged when needed.
- c) **must** treat the device with care, never handling it inappropriately or in such a way that could cause possible damage; if such damage occurs students and/or their families may be financial responsible for their chromebook (Do not use chromebook as writing surface or lean on it)
- d) **must** never leave their chromebook in an unsecured location.
- e) **must** promptly report any problems with their chromebook to the teacher for when it is immediately found in order to determine where the problem occurred and so that technical support can be rendered.
- f) **may NOT** remove or interfere with the serial number and other identification of the chromebook that is currently on the chromebook.
- g) **may NOT** attempt to remove or change the physical structure of the chromebook, including the keys, screen cover or plastic casing.
- h) **may NOT** attempt to install or run any operating system on the chromebook other than the ChromeOS operating system supported by MCPS.
- i) **must** keep the device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners otherwise damage will occur.
- j) **must** carry device with TWO HANDS at all times via the bottom of the device and hands closed over top. Students should never carry more than one chromebook at time and should only carry their chromebook to not cause damage to other chromebooks.

### **RESPONSIBILITY for ELECTRONIC DATA:**

The students are solely responsible for any apps or extensions on the Chromebook that are not installed by MCPS or a member of the school staff. Users of school technology have no rights, ownership, or expectations of privacy to any data that is or was, stored on the Chromebook, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

### COPYRIGHT AND FILE SHARING:

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy (AUP).

### REDLAND RESPECT CORE VALUES AND DIGITAL CITIZENSHIP:

Students must follow the six conditions of being a good digital citizen:

- **RESPECT YOURSELF.** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images that I post online. I will consider what personal information about life, experience, experimentation or relationships I post. I will NOT be obscene. I will not visit sites that are inappropriate.
- **PROTECT YOURSELF.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
- **RESPECT OTHERS.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites. I will not abuse my rights of access and I will not bother other people's private spaces or areas.
- **PROTECT OTHERS.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will not participate in receiving unacceptable materials and conversations.
- **RESPECT INTELLECTUAL PROPERTY.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- **PROTECT INTELLECTUAL PROPERTY.** I will request to use the software and media others produce. I will use free and open source alternatives provided by Google apps for education and MCPS resources. I will act with integrity.

### Consequences for Violations of the Student Chromebook & Acceptable Use Policy:

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:
  - i. Student/Parent Conference
  - ii. Restitution (money paid in compensation for theft, loss, or damage)
  - iii. Removal of Unauthorized Files and Folders
  - iv. Restriction of School-Issued Chromebook Use Privileges

### SPARE EQUIPMENT and LENDING:

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. The student may not OPT to keep an inoperable Chromebook assigned to them to avoid doing class work. Chromebooks may not be taken home.

### WARRANTY:

The school will repair or replace damaged equipment **resulting from normal use.**

**All other breakages will be the responsibility of the student and family to pay for.** The school will make its best attempt to purchase replacement parts at the best possible price. Loss or damage of a Chromebook due to **intentional or willful student negligence will result in the student being charged the full** \$265.00 replacement cost to purchase a new Chromebook.

### REPLACEMENT/REPAIR COSTS:

*Estimated Costs (subject to change)*

The following are estimated costs of Chromebook parts and replacements:

- ❖ Replacement - \$265.00
- ❖ Screen - \$100.00
- ❖ Keyboard/touchpad - \$60.00

## General Expectations:

The following Code of Conduct rubric is meant to serve as a guideline to determine appropriate disciplinary action when a technology violation occurs.

<b>Level I Offenses</b>	<b>Level II Offenses</b>
<p><b><u>Level I offenses</u></b> are <i>less serious</i> and begin with a <b>student and/or parent conference</b>.</p> <p>However, depending on the <i>frequency</i>, a Level I violation <b>may</b> merit a <i>more severe disciplinary action</i> such as the ones set forth above.</p>	<p><b><u>Level II offenses</u></b> are <i>more serious</i> and begin with a <b>required conference</b>, the <b>restriction of the Internet</b> and/or District-owned Chromebook <b>privileges, &amp; an in-school alternative option</b>.</p> <p>However, depending on the <i>seriousness</i> and <i>frequency</i> of the violation, a Level II offense <b>may</b> merit a more serious disciplinary action such as the ones set forth above.</p>
<p><b><u>Examples of Level I Offenses:</u></b></p> <ul style="list-style-type: none"><li>● Sharing passwords</li><li>● Plagiarism</li><li>● Bypassing school security controls</li><li>● Defacing computers (e.g., stickers, marker)</li><li>● Removing school labels or tags</li><li>● Clearing web browser history</li><li>● Understanding &amp; willingness to share chromebook with classmates and other classes</li><li>● Refusal to share chromebook</li><li>● Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music)</li><li>● Commercial or Political use</li><li>● Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission</li><li>● Failure to Follow Teacher Directives</li><li>● Failure to be Polite and Courteous</li></ul>	<p><b><u>Examples of Level II Offenses:</u></b></p> <ul style="list-style-type: none"><li>● Downloading, posting, or distributing materials that are inappropriate as outlined in the MCPS Code of Conduct will result in automatic termination of the student's network/internet privileges</li><li>● Changing, altering, bypassing, or attempting to bypass any Chromebook security measures including filtered internet sites</li><li>● Engaging in online activity that threatens, intimidates, bullies, harasses, frightens, discriminates, or defames another person is considered harassment and will have significant consequences per the MCPS Code of Conduct</li><li>● Intentionally destroying hardware or software.</li><li>● Engaging in theft</li><li>● Engaging in any illegal activity</li><li>● Harming or destroying another user's data</li></ul>
<p><b><u>Consequences of Level I:</u></b></p> <ol style="list-style-type: none"><li>1. Student Conference <i>&amp;/or possible parent conference</i></li><li>2. Restricted Chromebook <i>&amp;/or internet privileges</i></li><li>3. Possible loss of chromebook if continuation occurs.</li></ol>	<p><b><u>Consequences of Level II:</u></b></p> <ol style="list-style-type: none"><li>1. Parent &amp; Student Conference with Principal</li><li>2. Restriction of internet and Chromebook privileges</li><li>3. Loss of chromebook</li></ol>

## REDLAND MIDDLE SCHOOL CHROMEBOOK AGREEMENT / SIGNATURE FORM

By signing below, the student and their parent/guardian agree to follow, understand, and accept:

- ✓ Acceptable Use Policy
- ✓ Chromebook Agreement
- ✓ Website and Social Media Guidelines (Below)
- ✓ That the Chromebook, software, and issued peripherals are owned by the MCPS
- ✓ In no event shall MCPS be held liable to any claim of damage, negligence, or breach of duty.

### **WEBSITE and SOCIAL MEDIA Guidelines:**

**THINK** before you act because your virtual actions are **real and permanent!**

Website and Social Media Guidelines	Student Initials	Parent Initials
Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would be embarrassed for your friends, parents, or teachers to see.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do <b><u>NOT SHARE</u></b> your password with anyone besides your teachers and parents.		
Make appropriate choices when using the internet. During instructional time make sure to select sites that are approved by an adult (teacher or staff member) and are related to classroom assignments and activities ( <b><u>NO</u></b> games, YouTube, social media, chatting/instant messaging)		
Do your own work! Do not use other people's information without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts without giving credit to them. It is good practice to hyperlink to your sources. Be aware that pictures may also be protected under copyright laws.		
How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.		
Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit some else's work, be sure it is in the spirit of improving the writing.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		
As a student, I am responsible for using my Chromebook responsibly and following guidelines for using it safely to avoid damage.		
As a student, I understand that I can lose my Chromebook privileges if I misuse or fail to follow the Chromebook agreement.		

PRINT STUDENT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT PARENT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS PAGE TO YOUR CHILD'S 7th PERIOD TEACHER  
NO LATER THAN Friday, September 8<sup>th</sup>, 2017!**