



Chromebook Agreement

Grades 5-12

Students in grades 5-12 will be issued Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of their Chromebook, using it appropriately for school, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology is subject to all consequences outlined in the Technology Acceptable Use & Internet Safety Policy. Some of these consequences include limited or banned computer use and/or disciplinary consequences, and/or legal action.

Ownership of the Chromebook

Fort Lee Public Schools retains sole right of possession of the Chromebook. The Chromebooks are loaned to the students for educational purposes only for a four year period or until they graduate or leave the district. Moreover, Fort Lee Public Schools' 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.

Responsibility for the Chromebook

Students/Parents are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Technology Acceptable Use & Internet Safety Policy when using their Chromebooks.
- Students must bring their Chromebook to school every day and make sure it is fully charged.
- Students must treat their device with care and never leave it in an unsecured location.
- Students are strongly advised to keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to their School Media Specialist.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything other than approved computer screen cleaners. (e.g., pen, pencil, etc.)
- Students must sign into their school issued Google education account.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by a member of the district technology staff. Students are responsible for backing up their data to protect from loss. Users of District 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 prohibited.

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Digital Citizenship

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

1. **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 my life, experiences, and/or relationships I post. I will not be obscene.
2. **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 a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
5. **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 fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the district has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage.

Optional Insurance

Parents shall have the opportunity to purchase optional insurance through Worth Ave. to cover accidents, mechanical & electrical failures as well as lost or stolen devices.

Lost or Stolen Device

A student/family shall be responsible for the replacement cost if a device is damaged, lost or stolen.

References

- Ribble, Mike, Digital Citizenship: Using Technology Appropriately. 2014. <http://www.digitalcitizenship.net/>
- Children's Internet Protection Act, <http://www.fcc.gov/guides/childrens-internet-protection-act>
- Leyden High School District 212. Northlake, IL. Policy Documents - <http://www.leyden212.org/>
- Coventry Public Schools, Coventry, RI, Policy Documents, <http://www.coventryschools.net/Admin/ChromebookAgreement.pdf>
- Brand, Jason. 1-to-1 at Home: A Parent's Guide to School-Issued Laptops and Tablets. International Society for Technology in Education, 2013.

Fort Lee Public Schools

This agreement is valid for the entire time a student is enrolled in Fort Lee Public Schools. By signing the below, the student and their parent/guardian agree to follow and accept:

- The tenets explained in District Policy 2361 - Acceptable Use of Computer Networks/Computers and Resources
- The tenets explained in the Chromebook Agreement
- The Website and Social Media Guidelines (below)
- That Fort Lee Public Schools owns the Chromebook, software and issued peripherals
- If the student ceases to be enrolled in Fort Lee Public Schools, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the computer
- That in no event shall Fort Lee Public Schools be held liable to any claim of damage, negligence, or breach of duty.

| Website & 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 wouldn't want friends, enemies, parents, teachers, future colleges, or employers 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 not share your password with anyone besides your teachers and parents. | | |
| Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting. | | |
| Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources. | | |
| Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution. | | |
| 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 someone else's work, be sure it is in the spirit of improving the writing. | | |
| If you inadvertently access inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away. | | |

The Chromebook will record and collect information on the student's activity or the student's use of the device. Fort Lee Public Schools shall not use any of these capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. In accordance with "The Anti-Big Brother Act" - (N.J.S.A) 18A:36-39 (P.L. 2013, c. 11)

Print Student Name _____ Student ID _____

Student Signature _____ Date _____

Print Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____