

Caswell County Schools
Technology/Chromebook Responsibility Agreement
CHROMEBOOK USAGE AGREEMENT
1:1 Initiative

Revised August, 2023

Ownership of the Chromebook

Caswell County Schools retains sole right of possession of the Chromebook. Caswell County Schools lends the Chromebook to the students during the academic year for **educational purposes only and primarily to be used at the school**. Additionally, Caswell County 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.

Requirement: All parents/guardians and students are required to read and sign the Caswell County Schools Chromebook Agreement contained in the **Caswell County Schools STUDENT/PARENT HANDBOOK**, before a Chromebook will be issued to the student.

Returning Your Chromebook: At the end of the school year, before the last week of school or whenever requested by the school administration, students will turn in their Chromebooks and all peripherals and accessories. Failure to turn in a Chromebook will result in the parent/guardian being charged the full replacement cost. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Transferring/Withdrawing: Students that transfer out of or withdraw from Caswell County Schools must turn in their Chromebooks and peripherals and accessories to campus office personnel on or before their last day of attendance. Failure to turn in the Chromebook will result in the parent/guardian being charged the full replacement cost. Unpaid fines and fees of students leaving Caswell County Schools may be turned over to a collection agency. Additionally, a report of stolen property with the local law enforcement agency will be filed by the school or school designee.

Cost for unreturned and/or damaged devices: Total replacement cost of the chromebook and peripherals: **\$400.00**. For the device only: **\$310.00**. For the power adapter the fee is **\$45.00** and for the replacement cost of the Snap-shell protector the fee is **\$45.00**.

Rights and Responsibilities

Educational Use: School-issued Chromebooks should be used for educational purposes and students are to adhere to the [Technology Responsible Use Policy](#) (Policy Code 3225/4312/7320) and all of its corresponding administrative procedures at all times.

Monitoring Software: Teachers, school administrators, and the IT department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks in school or off campus.

No Expectation of Privacy: Students and any user have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the school. By using a Chromebook, students and parents/guardians agree to such access, monitoring, and recording of their use.

Content Filter: The school utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on or off campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

Authorized users and security: If a school Chromebook is assigned to a student individually:

- The student should not allow others to use his/her device. Each student is responsible for any **damage or misuse** done on his/her assigned chromebook.
- Students will log into their Chromebooks using their own school issued Google Apps for Education account.
- Students should never share their account passwords with others.

Using Your Chromebook Outside of School: Principals may authorize students to use their Chromebooks at home and other locations outside of school where a personal or public WiFi Internet connection will be available. Students are bound by the Caswell County Schools [Technology Responsible Use Policy](#), Administrative Procedures, and all other guidelines in this document wherever they use their Chromebooks.

- **Home User Chromebooks Left at Home and Charging Chromebooks::** Students are required to bring their Chromebooks **fully charged** to school **every day**. Repeat offenders who leave their device at home may face disciplinary actions.

Sound: Sound must be muted at all times unless permission is obtained from a teacher.

- Headphones may be used only if the instructional software has an audio component.
- Students should have their own personal set of headphones for sanitary reasons.

Printing: Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebooks at school.

Chromebook Care: Students are responsible for the general care of the Chromebook they have been issued by the school for both day-use or home use devices.

- School-owned Chromebooks should NEVER be taken to an outside computer service for any type of repairs or maintenance.
- Chromebooks should never be left/stored in the vehicles since it's not secure and extreme temperatures can cause damage to their electronic parts.
- During the home-school-home transition (Home-users only), always transport Chromebooks inside the school approved book bag or carrying case.
- Always transport Chromebooks with care and with the screen closed. Never lift Chromebooks by the screen.

Reporting Required:

- Damage, loss or theft must be reported immediately to the school officials. Students must provide all necessary information pertaining to the circumstances of the damage/loss of the chromebook. Parents/guardians and students will cooperate with school and/or law enforcement authorities and others involved in the actions and procedures that follow to repair, replace or recover the devices.
- Damaged equipment or technical problems must be reported to the IT Department immediately. Students and/or staff are required to submit, via online **tech-request**, the information about the device issues for troubleshooting or repair. Damage resulting from normal use and accidents will be repaired and/or replaced through the vendor's warranty time frames.

Missing Chromebooks:

- Missing Chromebooks must be reported immediately to the Principal (or designee) to investigate the circumstances and to follow up with parents.
- The IT technician will track the missing device using tracking software and will report any findings to the principal (or designee).
- Only the principal can authorize a student to receive a loaner (when there is a loaner available) if the assigned chromebook is missing.
- Loaners can only be assigned on the day-to-day basis based on availability. On-loan chromebooks are mainly intended to temporarily replace broken/in-repair ones.
- Per this 1:1 Agreement, parents are responsible to pay when the missing chromebook is not returned.

On-loan Chromebooks: Loaner Day-use Chromebooks may be issued to students (if available) when they leave their school-issued Chromebook for repair.

- All user's responsibilities described in this document apply for loaner Chromebooks.
- Chromebooks on-loan may not be taken home, unless permitted by the school administration for specific required tasks.

A student can check out a loaner chromebook without the principal's authorization when his/her assigned chromebook is not working **only if:**

1. The student is not responsible for the malfunctioning of his/her chromebook (For example: the problem is not the result of abuse or mishandling as described in this 1:1 agreement).
2. There is a loaner chromebook available for the student to check-out.

If the malfunction of the chromebook is the result of the student's abuse or mishandling, the incident must be reported to the principal (or designee) to follow up with applicable disciplinary actions and/or fees.

Consequences

Failure to comply with **each** of the **responsibilities** and **expectations** described in this agreement may result in **disciplinary actions** (including but not limited to: Removing chromebook use privileges and In-school or out-of-school suspension) for the student and/or **cost of replacement/repair charges** to the student and parent/guardian.

Signatures

By signing the Caswell County Schools **STUDENT/PARENT HANDBOOK**, the student and parent/guardian agree to follow and accept:

- The Caswell County Schools [Technology Responsible Use Policy](#) (Policy Code 3225/4312/7320)
- This Chromebook Agreement in its entirety.
- That Caswell County Schools owns the Chromebook, software and issued peripherals.
- That before the last week of each school year or whenever indicated by the school administration, the student must return the Chromebook, power adapter/ charger and any other school owned peripherals. Students or parents/guardians may be charged for any piece that is not returned.
- That if the device or any other school owned peripherals are not returned in good working order, the student or parent/guardian will pay the replacement cost as follows: Total replacement cost of the chromebook and peripherals: **\$400.00**. For the device only: **\$310.00**. For the power adapter the fee is **\$45.00** and for the replacement cost of the Snap-shell protector the fee is **\$45.00**.
- In no event shall Caswell County Schools be held liable to any claim of damage, negligence, or breach of duty.