

West Burlington Independent School District  
Student Chromebook Program  
Acknowledgement Form  
2016-2017 School Year

Please Review and acknowledge your agreement in the JMC Parent Portal Registration Section:

**The following items reiterate some of the most important points covered in the *Chromebook Agreement*.**

I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as on the Chromebook, flash drive or Google Drive).

I will not leave my Chromebook unattended unless it is locked in a secure place. My family may be fully responsible for the cost of replacement should my Chromebook become lost or stolen due to "gross negligence" as determined by administration.

I understand that my family is responsible for damages that occur to the Chromebook. *Please refer to the Computer Use Agreement for details.*

I will not download, install or use illegal file-sharing programs or attempt to view/download games or game websites without the permission of my instructor.

I will not duplicate or distribute copyrighted materials other than a back-up copy of those items I legally own.

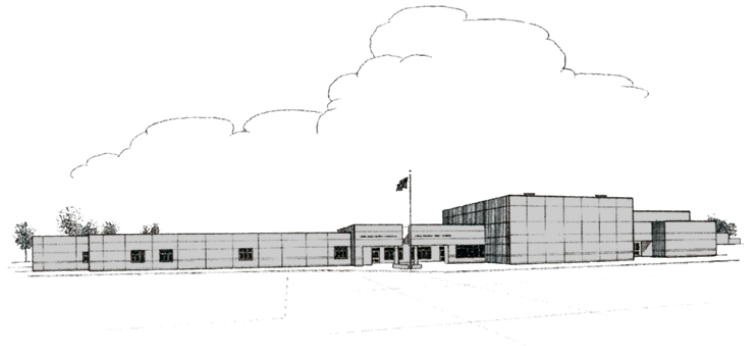
I will bring my Chromebook charged and ready for class each day.

I will report any problems with my Chromebook to a member of the tech support staff in a timely manner.

**I have read the *Chromebook Agreement* and the *Standards for Proper Care* section and agree with their stated conditions. *Questions and or accommodations regarding this assessment need to be directed to Technology Coordinator, David Roed or Superintendent, David Schmitt.***

The acknowledgement of these statements is a mandatory requirement for the assigning and issuing of a WBISD Chromebook. You must go to your parent portal in JMC, Registration section to mark your acceptance prior to the issuing and assigning of a Chromebook.

# West Burlington Independent School District's



## CHROMEBOOK USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of a Chromebook, between the West Burlington Independent School District (WBISD), the student receiving a Chromebook (“Student”), and his/her parent(s) or legal guardian (“Parent”). The Student and Parent(s), in consideration of being provided with a Chromebook, and related materials (the “Computer”) for use while a student is at West Burlington Independent School District, hereby agree as follows:

### **1 Equipment**

**1.1 Ownership:** WBISD retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, West Burlington administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all Chromebook configurations the same. All Chromebooks include, a protective case or cart, keyboard, software, and a charger. WBISD will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the Chromebook is inoperable, WBISD has a limited number of spare/loaner Chromebooks for use while the Chromebook is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in

effect for such a substitute. The Student may NOT opt to keep a broken Chromebook or to avoid using the Chromebook due to loss or damage. Please note that if the Student forgets to bring the Chromebook or power adapter to school, a substitute will not be provided.

## **2 Damage or Loss of Equipment**

**2.1 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Chromebook at all times. The Student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the *Standards for Proper Care* section for a description of expected care. In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule:

- First incident – up to \$50
- Second incident – up to \$100
- Third incident – up to full cost of repair or replacement

WBISD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to negligence as determined by administration.

Examples of negligence include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school. (See the *Standards for Proper Care* section for definitions of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.

- Using the equipment in an unsafe manner. (See the *Standards for Proper Care* section for guidelines of proper use).

**2.3 Responsibility for Loss:** In the event the Chromebook is lost or stolen, the Student and Parent may be billed the full cost of replacement.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the Technology Coordinator or building administrator. If the Computer is stolen or vandalized while not at West Burlington or at a West Burlington sponsored event, the student or parent shall contact school personnel immediately.

**2.5 Technical Support and Repair:** WBISD will make technical support, maintenance and repair available.

### **3 Legal and Ethical Use Policies**

**3.1 Monitoring:** WBISD will monitor computer use using a variety of methods – including electronic remote access – to assure compliance with WBISD’s Legal and Ethical Use Policies.

**3.2 File-sharing and File-sharing Programs:** The installation and/or use of any illegal Internet-- based file--sharing tools is explicitly prohibited and may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Google File-sharing is an integral part of the Chromebooks and will be used appropriately as required by your instructor.

**3.3 Allowable Customizations:** The Student is permitted to download music to Google Play, but cannot download or install any other non-instructional apps or extentions without permission from your instructor.

## **STANDARDS FOR PROPER Chromebook CARE**

This document is an important addendum to the *Student Chromebook Program Acknowledgement Form*. Read it carefully prior to agreement. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Computer. **Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

### **Your Responsibilities:**

- Treat this equipment with great care.
- Bring the Chromebook charged every day to school. The charger should stay at home. The Chromebook battery should last all day if charged each night for 6 hours. In the event of accidental loss of battery power, there are supplemental chargers available in the media center.
- Keep the Chromebook either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the Chromebook stored in a secure place (i.e., locked in the locker room or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Chromebooks left in bags and backpacks, or in unattended classrooms are considered “unattended” and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave Chromebooks in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged

or stolen. Avoid storing the Chromebook in a car other than in a locked compartment or trunk. ***Avoid leaving the Chromebook in environments with excessively hot or cold temperatures.***

- Do not let anyone else use the Chromebook other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned Chromebook will be your full responsibility.
- Adhere to WBISD School's Acceptable Use Policy at all times and in all locations.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- Promptly report any problems.
- When in doubt, ask for help.

### **General Care**

- Do not attempt to remove or change the physical structure of the Chromebook, including the keyboard, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the computer.

- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, don't eat or drink while using the Chromebook.

### **Carrying the Chromebook**

- Always keep the Chromebook in the case provided.
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components

### **Screen Care**

- Do not touch the Chromebook screen with anything besides your finger or stylus on a touch screen model (e.g., pen, pencil, etc.).
- Clean the screen with a soft, dry anti--static cloth or with a screen cleaner designed specifically for LCD type screens.

### **Damage or Loss**

I am responsible for any costs incurred due to loss or damage of equipment as determined by the school.

***I understand that if I violate the above, I may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.***