

Margaretville Central School District
Chromebook Loan Agreement/Handbook
For Students and Parents 2020-2021

The Margaretville Central School District employs computers as one way of furthering its mission to teach the skills, knowledge, responsibilities, and behaviors that students will need as successful and responsible adults. Students who are enrolled in K-12th grade and attend full time in Margaretville Central School, will be issued a Chromebook to enable them to use a varied and exciting set of resources including computer applications, multimedia, and the Internet. While the Chromebook is available to go home with many of our students, it must be remembered that it is to be used as a learning tool.

Parents are an integral partner to the success of this program. As with all forms of technology, home monitoring should be embraced and practiced. In order to keep the Chromebook program successful, school officials, teachers, students and parents must act as partners committed to the same goal.

TERMS OF THE CHROMEBOOK LOAN

Terms:

Students and parents must read, agree to comply with, and sign this Chromebook Loan Agreement/Handbook each year before a Chromebook can be issued to a student. Any failure to comply may terminate the student's privilege of possession effective immediately and the District may repossess the Chromebook. The student, in whose name, system account, and/or computer hardware is issued, will be responsible at all times for its appropriate care and use.

- The District cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Retention of contents of email and network communications are governed by state and federal laws, and proper authorities will be given access to their content.

- Your privilege to use and possession of the property terminates not later than the last day of the school year unless earlier terminated by the District or upon withdrawal from the District. Failure to return the property will be prosecuted as theft.

- Violation of applicable state or federal law may result in criminal prosecution or disciplinary action by the District.

- The district will supply each student in grades K-12 with a Chromebook with a unique number that will remain with them until graduation or the computer is replaced as part of a normal technology replacement cycle. In the case that a chromebook is deemed "damaged

beyond repair”, the student will be responsible for payment of the depreciated value and will be issued a Chromebook from the district’s replacement pool. The replacement may not be of the same type as originally issued.

Title

Legal title to the property is with the District and shall at all times remain with the District. The student’s privilege of possession and use is limited to, and conditioned upon full and complete compliance with the regulations and conditions set forth in this document.

Warranties

The School District makes no warranties of any kind, whether express or implied, for the service it is providing hereunder. The School District will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Tampering with Security Seal

Any evidence that the computer’s security seal has been tampered with will result in the loss of Chromebook privileges for the remainder of the school year and a charge of \$250.00 will be imposed for the district to certify that the Chromebook hardware has not been tampered with, replaced, or damaged.

Return of Chromebooks at the End of the Loan Period

All Chromebooks must be returned to the District at the end of the agreed upon loan period. Failure to return the Chromebook to the District will be considered to be theft of District property and will be reported to legal authorities.

Theft, Vandalism and Other Criminal Acts

If the Chromebook is stolen, the student and parent are responsible for the cost of replacement. Theft of the Chromebook must be reported to the District by the next school day following the occurrence. In the case of theft, vandalism, and other criminal acts, a police report may be filed. Students/parents will be responsible for the depreciated value of the Chromebook.

Damage and Repair

All Chromebooks will be repaired by MCS. Under no circumstances will a Chromebook repair be made by the student, parent or any outside service.

Students/Parents are responsible for the reasonable cost to repair a damaged Chromebook when repair is possible; and the depreciated value of the Chromebook when repair is not possible. Some damages, including, but not limited to cracked cases, cracked screens or water damage will incur a charge for repair. Costs for repairs vary, you will be given an estimate of the costs based upon the initial review of the Chromebook. It is possible that the actual cost could be higher if other damage is found when the Chromebook is inspected by the Chromebook technician. At this point, one of the following will happen.

1. The Chromebook technician will determine that the repair is economically feasible, and you will be billed the actual cost of the repair. It may be greater or less than the estimate, and a copy of the technician's report will be included with your bill.
2. The Chromebook technician will determine that the laptop is BER (Beyond Economic Repair) This means that it will cost more to repair the Chromebook than to replace it. You will then be billed the depreciated value of the Chromebook based on the cost we paid for the Chromebook at the time it was purchased.

DEPRECIATED VALUE	
AGE OF Chromebook	REPLACEMENT COST
1ST YEAR	100% of Purchase Cost
2ND YEAR	85% of Purchase Cost
3RD YEAR	60% of Purchase Cost

SAMPLE REPAIR COSTS*	
REPAIR	COST
Chromebook Repair (screen replacement and other physical damage)	Variable to \$400
Chromebook Adapter + Cord	\$40
Re-Image of Hard Drive due to violation of this agreement	\$25
Approved Chromebook Case	\$17
Broken/Tampered Security Seal	\$250

Financial Hardships and Payment Plans

In the event that the fee for loss or damage to a Chromebook creates a financial hardship on the student or parent, please contact the Superintendent's Office about payment options. Upon proof of financial hardship, the administration may elect to create a payment plan for the student to pay the fees over time. The student will retain the use of a Chromebook as long as the payment plan is up to date. If a payment plan is in default, the Chromebook will be repossessed and the plan must be paid in full before Chromebook privileges can be reinstated.

Return of Student Chromebooks After Repair

When a student turns in a chromebook for repair, a loaner Chromebook may be issued for use during school hours, based on availability, so that he/she can keep up with schoolwork. This Chromebook may not be the same model as the original one issued to the student at the beginning of the year. It is expected that the loaner Chromebook will be returned in the same condition it was issued, and the student will be responsible for it while it is in his/her possession. The student's original Chromebook will be returned to the student when the repair is complete.

Repossession

If you do not fully comply with all terms of this Agreement, the District shall place you in violation and may result in suspension or termination of technology privileges and result in disciplinary actions. The Chromebook may also be repossessed due to:

- ·Non-Payment of repair fees or damage charges in a timely manner
- ·Violation of applicable state or federal law
- ·Demonstration of inappropriate care or use, including, but not limited to physical misuse and handling, leaving the unit unattended, using inappropriate applications, or visiting inappropriate Internet sites. Students who have their Chromebook removed for minor infractions as listed above, will have them returned according to the following guidelines:
 - 1st offense: 24 hours loss of Chromebook and parent/guardian notification
 - 2nd offense: 72 hour loss of Chromebook and parent/guardian notification
 - 3rd offense: minimum 1 week loss and conference with parents/guardians

STUDENT GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES

The following guidelines are provided to inform students and parents of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMS, DVD's, digitized information, communications technologies and internet access.

Acceptable conduct includes, but is not limited to the following:

- Students will have access to all available forms of electronic media and communication, which is in support of curriculum, educational and research-based goals and objectives of the Margaretville Central School District.
- Students will be responsible for their ethical and educational use of the network services at the Margaretville Central School District.
- Each person will respect the rights of others to the privacy of the files they store on a computer, disk, or cloud and not view those files without the owner's permission to view or alter these files.
- To prevent damage, chromebooks need to be closed and transported in an approved case between classes.
- Students will keep their login information and password confidential.
- Students will obey all copyright laws.
- All policies and restrictions of the network services must be followed.
- The use of the computer network within the Margaretville Central School District must be in support of educational and research-based goals and objectives of the Margaretville Central School District.
- Any possible problems with Internet Security must be reported immediately to the Computer Network Administrator. No attempt to correct or demonstrate the problem should be made by the user.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security issue are expected to convey the details to their teacher without discussing it with other students.

Unacceptable conduct includes, but is not limited to the following:

1. Tampering with the security seal
2. Using chromebook recording devices to record classroom or school activities to post online.
3. Loaning chromebooks or other equipment to other students or siblings.

4. Sharing passwords or usernames with others.
5. Obtain copies of, or modifying files, data or passwords belonging to other users on the network.
6. Plagiarism - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and website must be identified
7. Using another user's account, password, or allowing another user to access your account password or ID. Access to another person's account or computer without their consent or knowledge is considered hacking and is unacceptable.
8. Deleting any folders or files that he/she did not create or that they do not recognize.
9. Accessing unauthorized websites, such as chat-rooms to meet and talk to other persons.
10. Revealing the home address or phone number of one's self or another person.
11. Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous.
12. Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols, pictures or other inappropriate content.
13. Use of proxy websites to bypass firewall.
14. Posting anonymous messages or unlawful information.
15. Downloading applications, music and games which may be in violation of copyright laws.
16. Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software such as, but not limited to, hacking and host file sharing software.
17. Using the network for financial or commercial gain, advertising, or political lobbying.
18. Attempts to log on to the Network as a System Administrator.
19. Accessing or exploring online locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as, but not limited to, pornographic sites.
20. Unauthorized Access to Chat Rooms/News Groups - Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.
21. Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network. Use or possession of hacking software is strictly prohibited.
22. Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
23. Intentionally wasting finite resources i.e., online time, printing.
24. Gaining unauthorized access anywhere on the network.
25. Invading the privacy of other individuals.
26. Coaching, helping, observing or joining any unauthorized activity on the network.

27. Forwarding/distributing email messages, photographs or other forms of media, without permission from the author.
28. Connecting a computer, not owned by the district to the district network.
(Exception will be allowed for the Guest wireless network)
29. Falsifying permission, authorization or identification documents.
30. Knowingly placing a computer virus on a computer or network.

PARENTAL CONCERNS

Any parent wishing to restrict their children's ability to avail themselves of a computer loan, or access to any online computer services, will provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

Parents concerned with the computer network services at Margaretville CSD should contact the Principal.

G Suite For Education

As teachers will be communicating with all students via G Suite for Education (G Suite) including but not limited to email, Google Classroom, and Google Docs all students in Elementary, Middle School and High School will be issued a District G Suite account. Students accounts will be restricted to the Margaretville Central School domain only.

G SUITE REGULATIONS

This statement sets forth the Margaretville Central School District's regulation with regard to use of, access to, and disclosure of G Suite communications.

Permissible Uses of G Suite Communications

- a. Purpose of Use – the use of any Margaretville Central School District resources for G Suite communications should be related to Margaretville Central School District business including academic pursuits.
- b. Authorized Persons – Only faculty, staff, students and other authorized persons conducting Margaretville Central School District business may use the G Suite communication systems.

Prohibited Uses: prohibited G Suite communications include, but are not limited to:

- a. Personal or Commercial Purposes – Margaretville Central School District resources for G Suite communication shall not be used for personal or commercial purposes that generate a direct cost or liability for the Margaretville Central School District.

- b. Use of G Suite communications to send copies of documents in violation of copyright laws.
- c. Use of G Suite communications to send messages, which are restricted by laws or regulations.
- d. Capture and “opening” of undeliverable G Suite communications except as required for authorized employees to diagnose and correct delivery problems.
- e. Use of G Suite communications to intimidate others or to interfere with the ability of others to conduct Margaretville Central School District business.
- f. Use of G Suite to send videos, music, or any other materials that could be construed as offensive, vulgar or of an inappropriate nature.
- g. “Spoofing,” i.e., constructing G Suite communication so it appears to be from someone else.
- h. “Snooping,” i.e., obtaining access to the files or communications of others.
- i. Attempting unauthorized access to data or attempting to breach any security measures on any G Suite communication system, or attempting to intercept any G Suite communication transmissions without proper authorization.

Margaretville Central School District Access and Disclosure

- a. Grounds Required for Access – The Margaretville Central School District reserves the right to access and disclose the contents of student G Suite communications. Messages sent or received may be made available for review by authorized Margaretville Central School District officials for purposes related to Margaretville Central School District business.
- b. Monitoring of Messages – The Margaretville Central School District may monitor G Suite messages as a routine matter.
 - i. The Margaretville Central School District will inspect the contents of G Suite messages in the course of any investigation triggered by indications of misconduct, as needed to protect health and safety, or as needed to prevent interference with the academic mission of the institution, or as needed to locate substantive information required that is not more readily available by other means. The Margaretville Central School District will respond to legal processes and fulfill its legal obligations.
 - ii. The contents of G Suite communications may be disclosed without permission of the student if such disclosure is required to satisfy a legal obligation.

**THE FOLLOWING FORM
MUST BE FILLED OUT
AND SIGNED
BY BOTH
THE PARENT AND
STUDENT
IN ORDER FOR A
CHROMEBOOK TO BE
ISSUED.**

2020-21 COMPUTER, INTERNET AND EMAIL USE AGREEMENT

Access to the Margaretville Central School District computer network is a privilege and not a right. Each student and parent will be required to sign the Agreement before the student is issued a computer and granted access to the computer online services.

I understand and I will abide by the regulations and guidelines outlined above. I (the parent or guardian) acknowledge and agree to the responsibility I have to ensure my child uses their chromebook for school related educational purposes only. I (the student and parent) further understand that any violation of the regulations above described is unethical and may also constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, the school district may commence disciplinary proceedings against me, and I may be subject to appropriate legal action by the school district or others. Should the chromebook become damaged or lost, I understand that I am responsible for the appropriate charges for repair or replacement. Further, I will hold the Margaretville Central School District harmless against all damages, judgments, and attorney's fees that may be obtained against them arising out of my use of the chromebook, applications, the Internet and G Suite account.

- I give permission for my child to participate fully in the Margaretville CSD 1 to 1 Chromebook Program.

- I **DO NOT** give permission for my child to participate in the Margaretville CSD 1 to 1 Chromebook Program.

PRINT STUDENT NAME _____ GRADE _____

STUDENT SIGNATURE _____ DATE _____

PRINT PARENT/GUARDIAN NAME _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

- ***No student will be issued a Chromebook until this form is completed and returned!***