

EASTERN PULASKI COMMUNITY SCHOOL CORPORATION
EPCSC Student Chromebook Agreement
2019-2020

OWNERSHIP:

- The Chromebook is the property of the Eastern Pulaski Community School Corporation and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
- The Eastern Pulaski Community School Corporation Chromebook is the only approved personal computer allowed. All other computers/tablets are not allowed and are subject to seizure.
- **Chromebooks will be collected on or before the last day of school or the day in which a student withdraws. A daily late fee of \$5 will be charged for no more than 10 days, after which the Chromebook will be considered stolen and the full replacement cost will be due.**

LIABILITY AND INDEMNITY:

- Liability for injury caused by operating, handling, or transporting the Chromebook during the term of this agreement is the obligation of the EPCSC Student, and the EPCSC Student shall indemnify and hold EPCSC harmless from and against all such liability.

CARE AND OPERATION OF CHROMEBOOK:

- The Chromebook comes equipped with camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. EPCSC retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
- Students are responsible for bringing the Chromebook to school every day, unless otherwise directed by a staff member. Failure to bring the Chromebook, or any other class material(s), does not release the student from their responsibility for class work. If a student repeatedly fails to bring materials to class, including a Chromebook, the student will be subject to disciplinary action.
- The student shall bring the Chromebook to school fully charged. A student's repeated failure to charge the Chromebook may result in disciplinary action.
- Eastern Pulaski Community School Corporation encourages students to take the Chromebook home at night for class work and recharging. All the rules and regulations that are in effect during the school day extend to the use of the Chromebook at home.

ALTERATIONS:

- While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, hate-related or gang-related images are not permitted and subject to disciplinary action.
- Games, music, videos, and sound use will be at the discretion of the classroom teacher and building administrator.
- The Chromebook affords limited electronic storage space. As with all electronic files, it is

good practice to back up, duplicate, or archive files to an independent storage space.

- The EPCSC Chromebook is designed as a tool for school work; any uses of the Chromebook should be limited to school activities.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- Due to questionable quality of aftermarket chargers and the sophistication of the electronics in the Chromebook and charger, chargers must be replaced through the school as per the agreement.

RISK OF LOSS OR DAMAGE:

- EPCSC makes no guarantee, written or implied, that materials on the Chromebook, including student work, will be safe from deletion or corruption, accidental or otherwise.

INDEMNITY OF LESSOR FOR LOSS OR DAMAGES:

- If the Chromebook is lost or stolen, EPCSC shall require the EPCSC Student to reimburse the school for the full replacement cost of the Chromebook at the price listed below.

ACTIONS REQUIRED IN THE EVENT OF DAMAGE OR LOSS:

- Report the problem immediately to the Technology Department. If the Chromebook is stolen or vandalized while not at EPCSC, the EPCSC Student shall file a police report.

LEGAL AND ETHICAL USE POLICIES:

- All aspects of EPCSC's Acceptable Use Policy remain in effect. EPCSC will provide content filtering both within the EPCSC network and at home.
- File sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video and images).

STANDARDS FOR PROPER CARE

- Never leave a Chromebook unattended. When not in your personal possession, the Chromebook should be in a secure, locked environment. Unattended Chromebooks will be collected and stored in the Technology Department. Repeat occurrences will result in disciplinary action.
- Never expose a Chromebook to long-term temperature extremes or direct sunlight. An automobile is not a good place to store a Chromebook.
- Chromebooks do not respond well to liquids. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, slightly water-dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook. Use of unapproved cleaners may remove the protective film covering the screen of the Chromebook.
- The Chromebook comes with a bag. The role of the bag is to protect the Chromebook. The Chromebook must remain in the school-issued bag while being transported, including between classes. Disciplinary action will be taken anytime the Chromebook is transported outside of the bag. The bag is designed specifically to carry the Chromebook and charger. Nothing else should be stored in the bag at any time.
- Avoid placing weight on the Chromebook.

- Never throw or slide a Chromebook.
- The Chromebook comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued Chromebook accessories are the responsibility of the student.
- Each Chromebook and bag has a unique identifier, and at no time should the numbers or labels be modified or removed.
- The Chromebook is intended for use by the assigned student only. Each Chromebook is assigned to an individual, and the responsibility for the care and digital content of the Chromebook solely rests with that individual.
- The Chromebook is an electronic device, and care must be exercised when handling the Chromebook. Never throw a bag that contains a Chromebook. Never place a Chromebook/Chromebook bag in another bag that contains food, liquids, heavy, or sharp objects.
- Each Chromebook must be charged (preferably at home) and ready for use each school day. Classroom charging is at the discretion of the teacher.
- The Chromebook and the Chromebook bag must remain free of stickers, writing, painting, or any other forms of adornment. Chromebook bags are not to be used for storage of anything other than the Chromebook and charger.
- Intentional graffiti (writing, painting, drawing, etc.) on the Chromebook or Chromebook bags will be considered gross negligence, and the family will be responsible for the full cost of a replacement Chromebook or bag.
- In the event of damage caused by gross negligence – i.e., an unusual and serious lack of care such as using the Chromebook in the bathtub, throwing or purposefully dropping the Chromebook, or other acts that specifically violate the norms of proper care – the family will be responsible for the full cost of repair or replacement. Negligence determinations are decided by a committee of administrators and technology staff.

REPLACEMENT AND REPAIR COSTS:

All repairs and replacements must be handled by EPCSC. Chromebooks may not be repaired by any other parties.

- Chromebook - \$400
- Chromebook charger - \$50
- Chromebook bag - \$40
- Replace screen - \$150
- Replace keyboard - \$50
- Replace screen and keyboard - \$200

EPCSC CHROMEBOOK INSURANCE:

- Students may opt for the \$50 per year insurance coverage from the school.
- If chosen, Chromebook insurance must be paid in full within one week of the first day of school or new student enrollment date. A Chromebook will be issued after the signed Chromebook agreement and \$50 insurance (if chosen) are received by the Technology Department.
- This fee covers two incidents only - NOT loss, theft, or damage through gross negligence. For details, see the table below.
- The Chromebook insurance is not refundable for any reason, including mid-term graduation or withdrawal from school.
- The Chromebook insurance is not transferable.

Chromebook Insurance Coverage

Covered (each counts as 1 incident)	Not Covered
Damage to the Chromebook	Gross Negligence Chromebook Damage
Lost or Stolen Charger*	Lost or Stolen Chromebook
Damaged Charger*	

** Parents may choose to purchase a replacement charger directly from the Technology Department in lieu of using one of the two insurance claims to cover a lost or damaged charger.*

Please turn this agreement and insurance money in to the Technology Department.

Student Grade _____

EPCSC Student Chromebook Program Acknowledgment Form

The following items reiterate some of the most important points covered in the agreement:	Student Initials	Parent Initials
I understand that I am responsible for storing all of my files in Google Drive.		
I will not leave the Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the cost of a replacement should the Chromebook become lost or stolen.		
I understand that my family is financially responsible for the full cost of any EPCSC Chromebook and/or bag if damage occurs through my gross negligence.		
I will not install or use file-sharing programs to download music, video, or other media.		
I will always use the bag when transporting the Chromebook, including between classes. I will only store the Chromebook and charger in the bag.		
I will report any problems with the Chromebook to my teacher or a member of the Technology Department in a timely manner.		
I will adhere to the school Acceptable Use Policy and Internet Etiquette when using the Chromebook.		
I understand that if I do not return the Chromebook by the last day of school or my last day of enrollment at EPCSC, I will be charged \$5 a day for up to 10 days. After that, the Chromebook will be considered stolen and I will be charged the full replacement amount.		

Insurance: Must select one of the options below.

- \$50 yearly fee (19-20 school year) non-refundable - checks payable to EPCSC
- no insurance but personally responsible for any damage

I have read the Chromebook Agreement and agree with the stated conditions.

Student Name (printed clearly) _____

Student Signature _____ **Date** _____

Parent Name (printed clearly) _____

Parent Signature _____ **Date** _____

School-issued Chromebooks are considered required materials for EPCSC students in grades 6-12. If the Chromebook Agreement is not returned within one week of the first day of school or new student enrollment date, a Chromebook will be issued to the student. Students and parents/guardians will be responsible for the guidelines listed in the above agreement and will be financially responsible for any costs related to damage, loss, or theft.