Imagine School at North Port
Chromebook Computer Use Agreement
2018-2019 School Year

Please read all sections of this document carefully prior to signing.

STUDENT'S NAME_____

PARENT/GUARDIAN'S NAME _____

SERIAL NUMBER # _____

    This agreement (Agreement) is effective as of the Check-out Date set forth herein, and is made between the Imagine School at North Port (ISNP), 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, software, and related materials for use while a student is at Imagine School at North Port, hereby agree as follows:

1. **Term**

    1.1   Student's right to use and possession of the Chromebook terminates upon Student's withdrawal or graduation from the school, unless earlier terminated by ISNP.

    1.2   The Chromebook must be returned to ISNP at least annually at the dates prescribed by ISNP for maintenance and inventory. ISNP may require an update to this Agreement, and execution of such update by Student and Parent is required as a condition for Student's continued use of the Chromebook.

2. **Equipment**

    2.1   **Ownership:** ISNP 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, ISNP 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.

    2.2   **Equipment Provided:** Efforts are made to keep all Chromebook configurations the same. All Chromebook include a power adapter, DVD/CD-RW, ample RAM and hard-disk space, and other miscellaneous items. ISNP will retain records of the serial numbers of provided equipment.

    2.3   **Substitution of Equipment:** In the event the Chromebook is inoperable, ISNP has a limited number of spare Chromebooks for use while the Computer 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.

    2.4   **Responsibility for Electronic Data:** Student is responsible for any non-ISNP installed software and for all data stored on the Chromebook. It is the sole responsibility of the Student to backup such data as necessary. By signing this Agreement, Student and Parent acknowledge that ISNP has no liability or responsibility for loss of data or files stored on the Chromebook.

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3. **Damage or Loss of Equipment**

    3.1 **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.

    ISNP reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by School Principal.

    Examples of gross 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.
- Failure to follow Standards for Proper Computer Care, outlined below.
- Lending equipment to others other than one's parents/guardians
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner.
- In addition, it is important to note that if a student damages their Chromebook three times due to misuse (cracked screen, broken keys, etc.), the school reserves the right to review additional issues on a case-by-case basis. **<u>This may result in a student not being issued a replacement – or being financially responsible for the repair costs.</u>**

    3.2 **Responsibility for Loss** : In the event the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of replacement according to the following schedule:

        Loss occurs within one calendar year of issue — 90% of full replacement cost

        Loss occurs within two calendar years of issue — 80% of full replacement cost

        Loss occurs within three calendar years of issue — 65% of full replacement cost

        Loss occurs within four calendar years of issue — 50% of full replacement cost

        Loss occurs within five calendar years of issue —— 35% of full replacement cost

    3.3 **Action Required in the Event of Damage or Loss** : Report the problem immediately to the Director of Technology or School Principal. If the Chromebook is stolen or vandalized, the Parent shall file a police report. The filing of a police report does not absolve the Parent of the responsibility of reimbursing ISNP according to the above schedule.

    3.4 **Technical Support and Repair** : ISNP does not guarantee that the Chromebook will be operable, but will make technical support, maintenance and repair available.

4. **Standards for Proper Chromebook Care**

    You are expected to follow all the specific standards listed in this Agreement and take any additional common sense precautions to protect your assigned Chromebook. **Loss or damage resulting from failure** to abide by the standards below may result in full-financial responsibility.

    4.1 **Your Responsibilities**

- Treat the Chromebook with as much care as if it were your own property.
- Bring the Chromebook and charging unit to ISNP during every school day.
- 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 Computer 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 busses, 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

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

- Do not let anyone 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 ISNP School's Computer Use and Conduct Standards at all times and in all locations. When in doubt about acceptable use, ask your teacher or an Administrator.
- 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.

4.2 How to Handle Problems
- Promptly report any problems to the Teacher.
- Don't force anything (e.g., connections, popped-off keys, DVD/CDs). Seek help instead.
- When in doubt, ask for help.
- Do not affix or draw any labels, stickers or other personalization on the Computer, even if temporary.

5. General Care
- Do not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing. Doing so will void the warranty, and families will be responsible the repair or replacement cost.
- Do not remove or interfere with the serial number of 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. Don't eat or drink while using the Chromebook.

6. Carrying the Computer
- Always completely close the lid and wait for the Chromebook to enter Sleep mode before moving it, even for short distances. Movement while the Computer is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient — there is little reason to actually shut-down the Chromebook other than on an airplane or during extended days of inactivity.
- Always store the Chromebook in a laptop bag or in another certified Chromebook case. Note: Do not store anything (e.g., cords, papers, or disks) in the area within the Chromebook case designed for the Computer other than the Computer itself as this may damage the screen.
- Do not overstuff your pack — extreme pressure on the Chromebook can cause permanent damage to the screen and other components.
- Do not grab and squeeze the Computer, as this can damage the screen and other components.
- The most common cause of a cracked screen is due to closing the computer before removing a pen and/or pencil.

7. Screen Care
The Computer screen can be easily damaged if proper care is not taken. Screens are particularly sensitive to damage from excessive pressure.

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- Do not touch the Computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Computer screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard will crack the screen when the lid is closed. A cracked screen will be repaired **THREE TIMES**. If a student cracks their screen **FOUR OR MORE TIMES**, they are responsible for related replacement costs.

8. **Battery Life and Charging**
   - Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight.
   - Avoid using the charger in any situation where you or another is likely to trip over the cord. Close the lid of the Chromebook when it is not in use, in order to save battery life and protect the screen.

9. **Personal Health and Safety**
   - Avoid extended use of the Chromebook resting directly on your lap. The bottom of the Chromebook can generate significant heat and therefore cause temporary or permanent injury.
   - Use a barrier — such as a book or devices made specifically for this purpose — when working on your lap. Also avoid lap-based computing while connected to the power adapter as this will significantly increase heat production.
   - Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad).
   - Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home with an external keyboard and mouse that allows you to situate the screen at eye-level and keyboard at lap-level.

11. **Computer Use and Conduct Standards**

11.1 ISNP is committed to compliance with safe use of technology such as computers and the internet, in accordance with the Children's Internet protection Act (CIPA). Accordingly, ISNP has developed Computer Use and Conduct Standards. The primary goal of ISNP's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply.

The limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the computer equipment. The following is a list of rules and guidelines which govern the use of ISNP computers and network resources.

11.1.1 *Network Resources* refers to all aspects of ISNP's owned or leased equipment, including computers, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of ISNP's Network Resources **whether this access occurs while on or off campus.**

11.1.2 Students may not use Network Resources:
- to create, send, access or download material which is threatening, prejudicial, obscene, abusive, demeaning, racially offensive, profane, illegal, hateful, harassing, sexually explicit, or that which promotes substance use;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.

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- to send file attachments through the school's email system that are greater than 5MB in size (the transfer process can hinder network speed and access to others — if you need to transfer large files, please contact the Director of Technology to make special arrangements);
- to alter, add, or delete any files that affect the configuration of a school computer other than the Chromebook assigned for personal use;
- to conduct any commercial business or political activity;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to override Internet filtering technology or software on Network Resources;
- to install any software onto ISNP computers; to copy ISNP school software (copying school-owned software programs is considered theft).

11.1.3 In addition, students may not:
- violate the Student Conduct Code of ISNP or the School Board of Sarasota County, including without limitation, those prohibitions on bullying and cyberstalking,
- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages or forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

11.2 Responsibility for Property
Students are responsible for maintaining a 100 percent working Chromebook at all times. The student shall use reasonable care to be sure that the computer is not lost, stolen, or damaged. Such care includes:
- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended or unlocked while at school or elsewhere.
- Not lending equipment to anyone except one's parents.
- Not using equipment in an unsafe environment.

Students must keep the Chromebook locked (i.e. locked in your school locker, home, or secure place where others do not have access) or attended (with you or within your sight) at all times. Chromebooks left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the Chromebook back. If the Chromebook is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the Chromebook back. Unattended and unlocked equipment, if stolen — even at school — will be the student's responsibility.

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11.3 Copyright Infringement and Plagiarism

Student agrees to abide by all patent, trademark, trade name, and copyright laws Copyright infringement happens when one inappropriately copies someone else's work that is protected by copyright. If Student is unsure if something can be legally copied or not, Student should request permission to copy from the copyright holder or seek assistance from a Teacher. Students and Parents are responsible for any copyright penalties committed by Student while using their Chromebook. Plagiarism is when you take someone else's work and present it as if it were your own. Plagiarism is not acceptable and is not tolerated. All sources must be cited. Teachers may use an anti- plagiarism site to check student work.

11.4 File Sharing and File Sharing Programs

The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols and others may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the School Principal or Director of Technology.

12. Discipline

Any student who violates these standards will be subject to disciplinary action. Consequences may range from parental contact to suspension and/or expulsion. Students who violate the File Sharing rules will also have their hard drives restored to the original settings. Serious or repeated violations will result in the student's use of technology restricted or revoked.

13. Legal Issues and Jurisdiction

Because ISNP owns and operates the equipment and software that compose our Network Resources, ISNP is obligated to take steps to insure that all facilities are used legally. Hence any illegal use of Network Resources is prohibited. All content created, sent, accessed or downloaded using any part of ISNP's Network Resources is subject to the rules stated in this Agreement. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. You are subject to school disciplinary action depending upon the nature of these incidents. As the owners of our Network Resources, including email system, ISNP reserves the right, if needed, and at its discretion, to remotely access, to open, examine, and/or delete electronic files that violate this Computer Use and Conduct Standards. **Files stored on the Chromebook are not private and are subject to search.**

14. Disclaimer

While ISNP employs Internet filtering technology over Network Resources, such Internet filtering technology may not filter all objectionable material. Outside school, ISNP does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to students accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Imagine School. While ISNP's intent is to make Internet access available for educational goals and objectives, Students will have the ability to access other materials as well. At ISNP, we expect students to obey the Computer Use and Conduct Standards when using the Internet. Students found in violation of the standards will be disciplined. In addition, ISNP Students take full responsibility for their access to ISNP's Network Resources and the Internet. Specifically, ISNP makes no warranties with respect to school Network Resources nor does it take responsibility for:

- The content of any advice or information received by a Student.
- The costs, liability or damages incurred as a result of access to school Network Resources or the Internet; any consequences of service interruptions.

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15. Express Agreements

- I will return the equipment at the established due dates and times and understand that I will be billed for replacement costs if equipment is not returned promptly. Please note that the approximate replacement cost of your Chromebook is $300.00.
- I will treat this equipment with the same care as if it were my own property.
- I will maintain the equipment in clean condition.
- I will avoid use in situations that are conducive to loss or damage.
- I will heed general maintenance alerts and advice from school technology personnel.
- I will promptly report any malfunction, loss, damage, or theft to a teacher, or an Administrator.
- I will always transport the equipment within the case provided whenever leaving the school building.
- I will adhere to ISNP's Computer Use and Conduct Standards and Standards for Proper Computer Repair when using this equipment at all times and locations.
- I am not responsible for replacing a battery that wears out, however, I am responsible for replacing a battery that is missing, or damaged by water. The same is true for the power adapter. **The replacement cost for a power adapter is $25.00**.
- I am responsible for any costs incurred due to loss or damage of equipment as determined by ISNP or School Principal and as set forth in this Agreement.

I have read all of the information provided and understand that if I violate the above, I may not be permitted to check out ISNP equipment in the future and my Parent will be billed for costs incurred by ISNP.

STUDENT SIGNATURE_____**DATE**_____

PRINT NAME_____

I have read all of the information provided and understand that if my son or daughter violates the above, he/she may not be permitted to check out ISNP equipment in the future and I will be billed for costs incurred by ISNP.

PARENT/GUARDIAN SIGNATURE_____**DATE** _____

PRINT NAME_____

Equipment Serial # _____

Approved By:_____ _____
                           Staff Signature   **Date**

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