



## Chromebook Guardian/Student Agreement and Acceptable Use Policy

The Columbus City School District (CCS) is offering our students access to a Chromebook and charger to complete on-line learning and instruction. Students, you are responsible for the general care of the Chromebook that the Columbus City School District issued to you.

### 1. Saving documents

Inappropriate media should not be placed on the device and may not be used as a screensaver or background photo. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug and gang related symbols or pictures will result in disciplinary actions and may also result in a loss of Chromebook privileges.

### 2. Software on Chromebooks

All software and apps on the Chromebooks will be installed and managed by the District. Additional software may be installed, as they are recommended and approved by teachers and site administrators. Any attempt to “jailbreak” the Chromebook or change the configuration will result in disciplinary action and may also result in a loss of Chromebook privileges. Any software that breaks the Acceptable Use Policy or that is deemed inappropriate for use in school is not to be downloaded or installed on the Chromebooks. This includes, but is not limited to, music, games, videos, eBooks and apps. Additionally, students may not download or install software that requires payment of any kind on the Chromebooks.

### 3. Protect the Chromebook by following these rules:

The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case or on the keyboard that will press against the cover.
- Do not poke the screen.
- Do not use near food or beverages or other liquids.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use water or cleansers of any type.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Columbus City Schools.
- Chromebooks must never be left in an unlocked vehicle or any unsupervised area.
- Only use the enclosed cord and charger for charging the device, and do not use the cord or charger to charge other devices.

### 4. Chromebook Check-In

Chromebooks will be returned to the school on the due date established at time of checkout or at the school year-end check in, at the latest. If a student transfers out of CCS prior to the due date, the Chromebook must be returned at the time of withdrawal. If a student’s Chromebook and/or AC power adaptor have been damaged or defaced, the student’s parent or legal guardian will be assessed a fine, either for the repair or replacement of the Chromebook and the adaptor, for all items damaged or lost. Under Board Policy 6152, “Students Fees, Fines and Charges,” if any borrowed item included in this agreement is not returned or is returned in a condition that requires repairs or replacement, the parent/legal guardian will be assessed a fine for the cost of the item or the repair. Failure to pay the fine may result in the District withholding a student’s grades and credits, which could result in the student not being able to graduate until fines are paid.

### 5. Consequences for Violations:

Violations of the District’s Acceptable Use Policy may result in disciplinary action. Consequences may include, but not be limited to, the loss of a user’s privileges to use the school’s information technology resources. Further disciplinary actions may be imposed in accordance with the Guide to Student Success up to and including suspension, or expulsion, depending on the degree and severity of the violation.

### 6. Supervision and Monitoring

The use of District-owned information technology resources is not private. School and administrators, and their authorized employees, may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators and teachers reserve the right to examine District-issued devices in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

### 7. Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage or loss incurred by a user or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

### **8. Student Disclaimer**

With increased access to informational technology and the privilege that comes with technology, there is greater student responsibility to appropriately use the technology and monitor their own behavioral and acceptable use of this resource.

### **9. Acknowledgement of Responsibility**

By electronically signing this form, the parent/legal guardian and student assumes responsibly of the device being checked out, and agrees that Columbus City School District will not be held liable in any way for the actions of those who have checked out the Chromebook. Fines assessed for damaged or missing equipment are as follows:

- Chromebook Replacement - \$290.00
- Chromebook Screen - \$50.00
- Chromebook Keyboard/touchpad - \$50.00
- Chromebook Power cord/charger - \$35.00

Parent/legal guardian and student agree by their signatures to assume the responsibility and liability for any inappropriate or illegal acts associated with using this equipment. These inappropriate uses would include, but are not limited to, software licensing violations, software piracy, and inappropriate or illegal activities carried out in part or whole using email, online chat, online forums, or the Internet. Columbus City Schools does not bear any responsibility or liability for any inappropriate or illegal use of this computer. Parent/legal guardian and student further agree and understand that there is no right of privacy in the use of this computer.

Ohio Revised Code 3313.642 allows Columbus City Schools to withhold grades and credits for failure to pay required fines and fees. Parent/legal guardian understand and acknowledge that if the above fines are not paid for damaged or missing equipment, Columbus City Schools reserves its right to withhold the student's grades and credits.

### **I ACKNOWLEDGE AND UNDERSTAND THESE OBLIGATIONS**

Parent/Guardian indicated verbally that they acknowledge and understand the obligations outlined in the above document.

### **Student Information**

Student #: \_\_\_\_\_ Student Name: \_\_\_\_\_

Student Cohort: \_\_\_\_\_ Household ID#: \_\_\_\_\_

School of Primary Enrollment: \_\_\_\_\_

Guardian Name: \_\_\_\_\_

Guardian Status: \_\_\_\_\_

### **Device Information**

Dispersement Date: \_\_\_\_\_

Dispersement Location: \_\_\_\_\_

Unique Identifier: \_\_\_\_\_

Service Tag/ Serial Number: \_\_\_\_\_

Alt. Dispersement Location: \_\_\_\_\_