



## 7th - 12th Grade 1:1 Chromebook Agreement

### Introduction

The Hannibal Central School District Board of Education's goal is to provide students with the best possible education while offering enriching experiences both inside and outside of the classroom, positioning students for post-graduate success. Access to technology supports the development of this experience and allows students to effectively learn, grow, and achieve as learners. Thus, the 1:1 Chromebook program for 7th-12th grade students supports the district's goals for teaching and learning.

### Expectations and Procedures

At the beginning of the school year, each student in 7th-12th grade will be assigned a Chromebook to use for the duration of the school year. Students and parents/guardians should review this document and accepting a Chromebook implies agreement with the expectations and procedures that follow.

Chromebooks are loaned to students and remain the property of the Hannibal Central School District. Students will return the Chromebook, along with any accessories (i.e. charger and protective case) upon exiting the district or when instructed to do so.

- **Expectations for Care**
  - ***Students in grades 7 and 8 will be issued a protective case containing a Chromebook and will not remove the Chromebook from the protective case. The protective case is designed to prevent damage to the device during normal everyday use. Devices should remain in the case at all times, even during charging. The charger should be stored in the case when not in use. Cases will be available for students in grades 9-12, if requested.***
  - Each device is numbered and has an associated Service Tag #. The device that is assigned to the student is the device that the student is responsible for and is the device that the student is expected to return as outlined above.
  - Students are expected to come to school each day with the device fully charged.
  - Students will not eat or drink while using the Chromebook. Damage caused by food or drink may result in disciplinary consequences or financial responsibility for repair or replacement.

- Students will keep the Chromebook clean and store it in a safe location while at home. Damage due to negligence may result in disciplinary consequences or financial responsibility for repair or replacement.
  - Students will not alter the device. Stickers containing inventory numbers, Service Tag #'s, etc. will not be removed. Students will not apply stickers to the device or the protective case. Defacing the Chromebook, case, or charger in any way is not acceptable.
  - Students are expected to notify the district of damaged, lost, or stolen devices immediately.
- **Expectations for Use**
    - Students will use the district-provided Chromebook for educational purposes only.
    - Regardless of location, students agree that all rules for use as well as the code of conduct are in effect. Misuse of the device, including use that promotes bullying, harassment, or violence, is prohibited. Violations may result in disciplinary action or a loss of privileges.
    - Students will not share their Chromebook with other students unless given permission by a staff member. When sharing, students are responsible for their own Google accounts and online activity.
    - Students will not use district-provided Google accounts to register or sign-up for websites or accounts not approved by the district.
    - Passwords should never be shared. If a password is shared and an account is misused, students still remain responsible for activity associated with their accounts.
- **Suggestions/Expectations for Parents and Families**
    - It is recommended that parents/guardians monitor their child's use of devices at home, including the district-provided Chromebook. While the district utilizes content filtering software on all Chromebooks, it cannot be guaranteed that all objectionable content is blocked. We work hard to provide students with a safe learning experience through the use of technology and devices, but software is not 100% accurate in identifying and restricting access to online content which one might deem inappropriate. Although measures are in place to block objectionable material, software and technology is not a replacement for adequate supervision.
    - In partnership with the school district, we ask for your cooperation in upholding the expectations for care and use outlined above.

### **Privacy Expectations**

While using a district provided device or district provided Google account, students should have no expectation of privacy. District technology staff and administration may review internet activity, device usage, documents/files, and/or electronic communication at any time to ensure compliance with expectations for appropriate use of district-provided devices and accounts.

### **Lost or Damaged Devices**

The district realizes that accidents happen and sometimes damage to devices occurs. However, if damage or loss of a device or its accessories occurs and it is deemed to be intentional or the result of not following the expectations for care and use outlined above, students and parents/guardians may be subject to disciplinary action and/or financial responsibility. All incidents of loss or damage to devices and/or accessories will be fully investigated.

The following cost estimates\* are associated with the devices that are loaned to students:

Chromebook Replacement:	\$375-\$400
Chromebook Screen Replacement:	\$125-\$150
Keyboard Damage/Broken Keys:	\$15-\$30
Protective Case Replacement:	\$35-\$40
Charger Replacement:	\$35-\$40

\*Estimates for additional repair or replacement can be provided as the need for repair or replacement occurs

### **Forgotten or Uncharged Chromebooks**

From time to time, we recognize that students may forget their Chromebook at home or forget to fully charge it. If this occurs, there will be a small number of Chromebooks available for students to borrow in each school building. ***Borrowed Chromebooks must be returned before leaving school for the day. Students will be held responsible for damage/loss of Chromebooks that are borrowed.***