

## La Grange School District 105

701 South Seventh Avenue  
La Grange, IL 60525-2798  
(708) 482-2700  
[www.d105.net](http://www.d105.net)

*Empower students to make a difference in our world by assisting them to be self-directed, passionate, lifelong learners.*

### Parent and Student Chromebook Agreement

#### Mission

La Grange School District 105's mission is to empower students to pursue their interests, talents and dreams. We believe an engaging, innovative, technological learning environment is critical to the learning success for all students. We commit to integrate technology to enrich and enhance our work and to prepare our students to be knowledgeable and responsible digital citizens. Understanding and adhering to the following guidelines and procedures is necessary for the success of the program.

#### Chromebook Grade Level Usage:

##### Students in Grades 2-3

Chromebooks are for school use only and not intended to be used outside of school. Chromebooks are assigned to individual students for an at-school 1:1 program. Chromebooks will be stored in a secure technology cart in the classroom. Chromebooks are not taken home in grades 2-3.

##### Students in Grades 4-5

Chromebooks are for school use only. Chromebooks are assigned to individual students for an at-school 1:1 program. Chromebooks are stored in the classroom in a secure technology cart. These devices may be brought home for specific homework needs as assigned by a teacher. A charger and bag will be checked out overnight, and the student is responsible for returning the device to school the next school day fully charged. When bringing the devices to and from school, students must carry the devices in a Chromebook case that must be worn across the body to avoid damage to the device.

##### Students in Grades 6-8

Chromebooks are for school use only. Chromebooks are assigned to students in a take-home 1:1 program. Students are responsible for bringing the device to and from school each day, charged, and ready to use. Students must carry bags across the body to avoid damage to the device.

#### Terms of Chromebook Loan

Sixth through eighth grade parent/guardian(s) will be informed of the date and time of a mandatory orientation meeting where the program and Student/Parent Chromebook agreement will be explained. The parent/guardian(s) and students must attend and then sign the agreement in order for the student to be issued a Chromebook.

La Grange School District 105 will issue a Chromebook to students upon compliance with the following:

- Completion of Parent/Guardian and Student Orientation Meeting session.
  - Submission of signed Student Acceptable Use Policy (Internet use).
  - Submission of signed Student/Parent Chromebook Agreement.
- Legal title of the property (Chromebook) is with District 105. A student's right of possession and use is limited to and conditioned upon full and complete compliance with the Acceptable Use Policy.

- Students may be subject to loss of privilege, disciplinary action and/or legal action in the event of intentional damage and/or violation of policies and guidelines as outlined in the Student/Parent Chromebook Handbook as well as the D105 Acceptable Use Policy.
- The Chromebook is a critical part of our instructional and curricular program.
- Students may not substitute their own personal devices in place of the Chromebook.
- Student Chromebooks will be subject to routine monitoring by teachers, administrators, and technology staff. Users shall have no expectation of privacy while using District 105 electronic information resources including the contents of computer files or communication undertaken by way of the district computers and/or network. Teachers and/or D105 administration may conduct an individual search of a student's computer, files, music, video, e-mail, or other related items if there is suspicion that D105 policies or guidelines have been violated.

### **Maintenance Fee**

School District 105 will provide each student in second-eighth grades a Chromebook. There is no additional cost for students in second-fifth grades. For students in sixth-eighth grades, there is a one-time additional cost of \$15 for a Chromebook case payment. Students must use the case provided by the school district.

### **Damage, Loss, or Theft**

- The student or parent/guardian is required to file a police report within 48 hours on their own if the Chromebook is lost or damaged as result of a larceny or any other type of criminal conduct. They are then required to bring a copy of that report to the school office.
- If no police report is filed with the school, the parent/guardian will be responsible for the full replacement cost of the Chromebook.
- If the Chromebook is damaged or destroyed during the time it is issued to the student because the student committed or intentionally facilitated a deliberate act of damage or vandalism, the student and the student's parent/guardian will be responsible for the actual cost of repair or replacement, whichever is less. Prices for parts or replacement range from \$7 to \$230 depending on the current market value at the time of the damage.
- If the Chromebook is simply lost, left unattended in a classroom or misplaced, the student or parent/guardian is responsible for reporting the loss to the Library Learning Center (LLC). In this case, the student or parent/guardian is responsible for fair market value of the Chromebook.
- Failure to report stolen property will result in compensation for the fair market value of the Chromebook.
- Repeated damage/neglect of the Chromebook and or failing to pay fees for repair due to damage/neglect will result in the student becoming a day-only user for at least the remainder of the school year.

### **Repossession**

La Grange School District 105 reserves the right to repossess the Chromebook at any time if the student does not fully comply with all terms of this agreement.

### **Appropriation**

Failure to return the property (Chromebook, charger, and case) in a timely manner and/or the continued use of it for non-school purposes will be referred to dean and/or school principal. In extreme cases, failure to return property may be referred to law enforcement.

### **Modification to the Program**

La Grange School District 105 reserves the right to modify the program or its terms at any time. Please see website for additional information.

### **General Care of the Chromebook**

- Never attempt repair or reconfiguration of the Chromebook. Under no circumstances are you to attempt to open or



tamper with the internal components of the Chromebook.

- Student Chromebooks in need of repair must be reported to the LLC and complete the necessary paperwork.
- The staff will determine whether the Chromebook is in functioning condition or if a loaner (if available) should be issued. Classroom computers and loaner Chromebooks are also covered by all rules and regulations as outlined in this document.

### **Cleaning Your Chromebook**

The Chromebook will be in the student's possession all year long, so students are encouraged to perform simple cleaning procedures as outlined below:

- Always disconnect the Chromebook from the power outlet before cleaning.
- Clean the screen with a soft, dry anti-static or micro-fiber cloth. Do not use any type of liquid or water to clean the screen or Chromebook.
- Wash hands frequently when using the Chromebook to avoid build-up on the touchpad. Grease and dirt can cause the cursor to "jump around" on the screen.
- You may clean the touchpad with a lightly dampened (not wet) lint free cloth.

### **Guidelines**

- For prolonged periods of inactivity, you should shut the computer down completely before closing the lid. Be sure the Chromebook screen is completely black before closing the Chromebook lid.
- Dimming the LCD brightness of your screen and turning Bluetooth off will extend the battery run time.
- Do not write, draw, paint, place stickers/labels, or otherwise deface your Chromebook or Chromebook bag. Remember, the Chromebooks and bags are property of School District 105.
- Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. NEVER PICK UP THE CHROMEBOOK BY THE SCREEN or place your finger directly on the screen with any force. Always close the lid before moving your Chromebook. Do not pile items on top of your Chromebook.
- Be sure not to have any objects (such as pens or pencils) on the keyboard before closing.
- Be aware that overloading the Chromebook case will damage the Chromebook. Textbooks, notebooks, binders, etc. are not allowed in the school issued Chromebook bags.
- Do not store or carry your Chromebook in any other case except the district issued Chromebook case. Chromebooks cases should not be carried in backpacks.
- When using the Chromebook, keep it on a flat, solid surface so that air can circulate.
- Liquids, food, and other debris can damage the Chromebook. Avoid eating or drinking while using the Chromebook. DO NOT keep food in your Chromebook case.
- Take care when inserting cords, cables, and other removable storage devices to avoid damage to the Chromebook ports.
- Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage to the Chromebook. If your Chromebook has been in a very cold environment for a long period of time, let it warm up before using it.
- Never leave your Chromebook in a car.

### **General Security**

- Never leave your Chromebook unsecured other than in designated areas such as a charging station.
- Chromebooks should be locked in a designated storage facility or a secure locker.
- During after-school activities, you are still expected to maintain the security of your Chromebook.
- Unsupervised Chromebooks will be confiscated by staff, and disciplinary actions may be taken.
- Each Chromebook has several identifying labels. (i.e. District 105 asset number and serial number). Under no circumstances are you to modify, remove, or destroy these labels.

### **General Use of the Chromebook**

- Student ID is to remain in the Chromebook case ID window.

- Grades 6-8: Students are **REQUIRED** to bring their Chromebooks to school each day, with a fully charged battery. Leave device charging cords at home.
- Grades 6-8: Students will bring their Chromebook home with them each night.
- Students will receive disciplinary action when not in compliance with student Chromebook expectations.
- Students Google Apps for Education accounts are for storing educational files. This space should be used for backing up and storing files as directed by the teacher.
- Avoid using your Chromebook in areas which may lead to damage or theft. Do not use your Chromebook around sporting activities or events. When using the power cord, do not leave the cord in areas that may cause a tripping hazard.
- Chromebooks are not allowed on field trips or extracurricular activities without the expressed written approval of the appropriate staff member.
- Recording Audio/Video on school property is not permitted unless it is related to a school assignment.
- Keep personal information about yourself or others off the Chromebook. Keep all passwords to yourself.
- You are responsible for your individual accounts. Take all reasonable precautions to prevent others from being able to use them.
- Do NOT loan your Chromebook to anyone.
- Notify a teacher immediately if you suspect any potential security problems with your Chromebook.
- To prevent loss or damage to your Chromebook, NEVER leave it unattended or have it out of its Chromebook case on the bus or in the cafeteria during meals.
- Keep your closed Chromebook in its Chromebook case when traveling between classrooms.

### **Internet Access/Filtering**

As required by the Children's Internet Protection Act, a content filtering solution (blocking and monitoring inappropriate websites) is maintained by the school system for school and home use on the Chromebook. The school system cannot guarantee that access to all inappropriate sites will be blocked. It is the responsibility of the user to follow guidelines for appropriate use of the network and the Internet. District 105 will not be responsible for any problems suffered while on the network or the Internet. Use of any information obtained through the Internet is at the user's own risk. La Grange District 105 will provide filtering on the Chromebooks while connecting to the Internet from home.

### **Student Login Procedures**

Each student will be assigned a username and password. The username and password will allow the student to login to the Chromebook at school when he/she is connected to the La Grange School District 105 network and at home. **Home Use:** Use of the Chromebook away from the La Grange School District 105 network will not differ at all from school use. **DO NOT** share usernames and passwords. Students are responsible for any activity on their Chromebook or login.

### **Parent Expectations**

In order for students to experience all the success and benefits that this program can offer, La Grange District 105 expects parents to:

- Share in their child's excitement about this great opportunity for learning.
- Learn along with their child as they use this instructional tool to prepare for his/her future.
- Monitor their child's appropriate Internet use and adherence to Internet guidelines when using his/her Chromebook.
- Parents should ensure that their child adheres to Internet guidelines established at home and at school. The District 105 content filter is in place at all times to prevent inappropriate material.
- Help fill out required paperwork in the event that the Chromebook requires repair or is lost or stolen and report it no later than the next school day.
- Ensure that only the student will use this computer for school-related purposes.

### **Inappropriate/Unacceptable Use**

Noncompliance with Chromebook policies may result in a range of consequences up to and including complete loss of Chromebook privileges. Refer to the Technology/AUP Violation Rubric for more detail.



**Consent**

By signing this form, the student and the student's parent/guardian certify that they have carefully read, understand, and accept the preceding terms and conditions, which will govern the student's possession and use of a Chromebook computer issued by La Grange School District 105. The student and the student's parent/guardian also certify that they will comply with these terms at all times while the Chromebook is in their possession.

By using Google Apps Education in the La Grange School District 105 domain, D105 assumes the responsibility for complying with the Child Online Privacy Protection Act (COPPA) and the information that students submit. When offering online services to children under 13, schools must be cognizant of COPPA. COPPA is a regulation that requires parental consent for the online collection of information about users under 13.

**Parent/Guardian Name:**

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**Please Print****Student Name:**

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**Please Print****Parent Signature:****Student Signature:****Date:**