



## Groveport Madison Local Schools Chromebook Agreement

Groveport-Madison Local School District ("District") is excited to provide its students with Chromebooks. The use of this equipment is a privilege, not a right. In exchange for the privilege of using this equipment, the District requires each student and their parent or legal guardian to agree to the following:

1. The Chromebook you will be issued is the property of the District. The Chromebook is being made available to you as a learning tool, and is to be used for educational purposes only. As a result, you agree to follow the Internet Rules and Expectations rules attached to this Agreement and comply with all other District policies.
2. You are responsible for the Chromebook, and you agree to safeguard it and take good care of it. As a result, you agree to follow the General Handling and Required Care rules Attached to this Agreement.
3. If the Chromebook is ever damaged, you must immediately notify the District. You will be responsible for any costs associated with required repair or replacement.
4. If the Chromebook is ever lost or stolen, you are required to report the incident to the District immediately. You will be responsible for any deductible or replacement cost personally. If the Chromebook is stolen, you must report the theft to the police, and if the theft occurs off campus, you must give the District a copy of the police report.
5. Parents/guardians are encouraged to purchase an optional third-party insurance policy to cover any damage, loss, or theft of the Chromebook. This could include adding the Chromebook to an existing Homeowner's Insurance Policy.
6. Students that are allowed to take Chromebooks home must bring the Chromebook to school every day **with a full battery charge** unless instructed otherwise.
7. The Chromebook comes pre-loaded with all software needed for your classes. Students are not allowed to uninstall or modify any application or the operating system in any way. Students may install apps, but they must be primarily for educational purposes, and cannot be for entertainment or amusement. The District may remove or disable an app if it determines the app is inappropriate or disrupts the learning process.
8. Students cannot use the Chromebook for file-sharing, including downloading music, movies, or any activity that violates copyright law. Any music or other commercial file installed on the Chromebook must be legally purchased and owned by the student.
9. Before being issued a Chromebook, the student and parent or legal guardian must provide a signed copy of this Agreement. Parents/Guardians must also review the Parent/Guardian Information section of the document attached to this Agreement.
10. You will return the Chromebook to the District immediately upon request. If you withdraw from the District for any reason, you are expected to return the Chromebook immediately. Failure to return the Chromebook to the District upon request or withdrawal may result in a hold being placed on the student's academic records pursuant to District policy. The District may take appropriate action to recover the Chromebook or replacement costs (including costs to replace software).
11. Because the Chromebook is the property of the District, you have no right to privacy when it comes to using the Chromebook. All files, content, browsing history, and any other information stored on the Chromebook may be monitored or inspected by the District at any time. If you misuse the Chromebook, you may be subject to discipline, and the District may take away the privilege of using it.



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## Internet Rules and Expectations

- The District's Acceptable Use Policy and Student Code of Conduct must be followed at all times.
- Any inappropriate web or email activity can result in loss of the Chromebook privilege.
- The use of proxy servers is strictly forbidden and is a violation of the District's network policy.
- If you unintentionally link to an inappropriate web site, report it to your teacher immediately so that District officials can remove access to the site.
- All activity conducted on the District's network may be monitored, tracked and traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.

## General Handling and Required Care

- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) of the Chromebook.
- Do not eat or drink near the Chromebook. There should never be any food or drink around the Chromebook.
- Store your Chromebook computer when not in use. Excessive scratches and scuffs to the Chromebook exterior can result in repair fees assessed to the student.
- Make sure hands are clean before using the Chromebook — the screen should be regularly wiped clean with a dry, clean, soft cloth — microfiber cloth is recommended but any soft cotton fabric will work. Please do NOT use commercial liquid or spray cleaners on the Chromebook screen.
- When a charging cable needs to be connected, be sure to line it up correctly when inserting and removing it from the Chromebook. Students are responsible for damage to the charging port and cable end resulting from mishandling.
- If you have problems with your Chromebook, stop using the device and ask your teacher for help.

## Parent/Guardian Information

- The Chromebook is intended for student use only. It is not intended to be a family computer or to be used by siblings in any way that would compromise access for the student.
- Parents/guardians are responsible for supervising student Internet use while at home; the filtering services we implement on the District network do not transfer to home use. Parents/guardians should monitor the use of the Chromebook at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.
- Use of Internet resources — including online curriculum content purchased by the District — will be an integral part of the learning activities in your child's classes. If you have reservations or objections about your child having access to the Internet while at school, please contact your school administration to discuss the matter.

By signing below, you acknowledge you have read all of the above terms, and that you agree to follow them. Please check off to confirm that you received each of the following on the date of distribution:

\_\_\_\_\_ 1 Chromebook                      Serial #: \_\_\_\_\_                      \_\_\_\_\_ 1 AC Power Adapter

## Agreed:

Student Name (printed): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (printed): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_