

May 10, 2017

Dear 2017-2018 Grissom Middle School Student and Family,

Please read important information regarding student Chromebooks for Grissom middle school for the 2017-2018 school year. In order for the Chromebook distribution process to run smoothly for our entire student population, we need to outline the steps to follow in order for students to be ready for class with their own personal Chromebooks when school starts.

1. All current 6th, 7th and 8th grade students will be able to retain their Chromebooks over the summer, use it for summer school and summer camp activities and for personal use. Each student and family is still responsible for the care and maintenance of their personal Chromebook.
2. Parents/guardians of middle school students for the 2017-2018 school year are to sign and return the Student Chromebook Program Acknowledgement Form included in this mailing to the middle school main office on or before May 26, 2017.
3. For students who already have a Chromebook issued and are returning to our middle school in August, you must bring your Chromebook to school charged and ready to work on the first day of school.
4. For new students to our middle school, once you have returned the Student Chromebook Program Acknowledgement Form to our main office, a Chromebook will be reserved for distribution during the first few days of school in August 2017.
5. Current 8th grade students will need to bring their middle school Chromebook to Penn High School during the first week of school to exchange it for their new Penn Chromebook.
6. We will continue to issue some personal textbooks for various classes while other textbooks will be retained as class sets only.
7. Students will use the same Chromebook throughout their middle school experience.
8. As a parent/guardian, you will be responsible if the Chromebook is damaged or stolen.
9. P-H-M will provide an optional insurance program in the fall for parents wishing to participate. The insurance program will cover accidental damage and repairs but not loss or theft. Insurance information will be provided when your student receives their Chromebook.
10. Current insurance is still active until September of 2017. Over the summer, families can get Chromebooks with issues serviced at Penn High School during summer school hours (7:30 - 11:30). Bring your Chromebook to Penn High School Door "A" and we will repair it and email you when you can pick it up. We will not issue Chromebook loaners during the summer.

We look forward to using Chromebooks next fall. Please make sure that you have your Acknowledgement form on file with our school office by May 26, 2017.

Sincerely,  
Nathan Boyd, principal

## STUDENT CHROMEBOOK USE AGREEMENT AND GUIDELINES

Please read this entire document carefully.

This agreement is made effective upon receipt of a Chromebook, between The Penn-Harris-Madison School Corporation (“P-H-M”), 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 at P-H-M, hereby agree as follows:

### **1. Equipment:**

- a. **Ownership:** P-H-M 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, P-H-M 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.
- b. **Equipment Provided:** Efforts are made to keep all Chromebook configurations the same within each school. All systems include ample RAM, hard-disk space, software, and wireless network capability. P-H-M will retain records of the serial numbers of provided equipment.
- c. **Substitution of Equipment:** In the event the Chromebook is inoperable, P-H-M has a limited number of spares for use while the Chromebook is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a Chromebook or to avoid using the Chromebook due to loss or damage.
- d. **Responsibility for Electronic Data:** It is the sole responsibility of the Student to backup indispensable data as necessary. P-H-M does not accept responsibility for any such files or software.
- e. **Responsibility for Installed Software:** The Student may not install or uninstall any software to the Chromebook without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

### **2. Damage or Loss of Equipment:**

- a. **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. Refer to the Standards for Proper Chromebook Care below for a description of expected care. The Student and Parent will be responsible for all damage, including the cost of a replacement Chromebook, caused by misuse or negligence of the Student that is not covered by the warranty.
- b. **Responsibility for Loss:** In the event the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of replacement.
- c. **Actions Required in the Event of Damage or Loss:** Damaged and/or lost Chromebooks must be reported immediately to the Student Helpdesk. If the Chromebook is stolen or vandalized while not at P-H-M or at a P-H-M sponsored event, the Parent shall file a police report.

d. **Technical Support and Repair:** P-H-M will provide technical support, maintenance and repair during school hours. Any attempt to repair outside of P-H-M may result in the Student and Parent being charged the full replacement cost. Students already issued Chromebooks will be required to show that devices are in their possession and in working order at the start of school in August.

e. **Insurance:** P-H-M may provide optional insurance for your Chromebook. Additional details regarding this option insurance will be provided to Students and Parents at a future date.

### **3. Legal and Ethical Use Policies:**

a. **Monitoring:** P-H-M may monitor Chromebook use using a variety of methods –including electronic remote access – to assure compliance with P-H-M’s Legal and Ethical Use Policies.

b. **Legal and Ethical Use:** The use of the Chromebook by the Student and/or Parent(s) is subject to the terms set forth in this Student Chromebook Use Agreement and Guidelines, the Student Network and Internet Acceptable Use and Safety Policy, the Student Network and Internet Acceptable Use and Safety Agreement Guidelines, P-H-M Standards for Proper Chromebook Care, the Social Media Policy, the Parent/Student Handbook, and all other P-H-M policies and guidelines. It is the sole responsibility of the Student and Parent(s) to ensure the Chromebook is used in accordance with these policies at all times.

c. **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 like BitTorrent, Limewire, Kazaa Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (e.g. music, video and images). Individuals with legitimate, school-related needs to use these tools may seek prior approval from the Technology Department.

d. **Allowable Customizations:** The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e., wallpaper, default fonts, and other system enhancements). However, P-H-M reserves the right to insure all customizations follow the terms set forth in the Student Network and Internet Acceptable Use and Safety Policy, the Student Network and Internet Acceptable Use and Safety Agreement Guidelines, the Parent/Student Handbook, and all other P-H-M policies and guidelines. P-H-M may periodically conduct maintenance that may configure the Chromebook back to the originally installed state.

### **4. Student Email Acceptable Use Guidelines:**

a. **Overview:** Penn Harris Madison School Corporation (“P-H-M”) has created email accounts for all students in grades 6-12 to allow for collaborative sharing using Google Apps for Education. These accounts will be used at school for school related projects but may be used outside of school for personal email between other students and educational systems with their parents’ permission. The mastery of effective and proper email communications by students is included in the National Technology Standards, in addition to allowing access to the wealth of collaborative tools available to students and teachers once these accounts are assigned.

b. **Philosophy:** P-H-M encourages the use of student email as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to support teaching and learning. This student email account is housed on a Google Mail service, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation

software) and also allowing teachers and students to share information housed in these file areas with others.

c. **Official Email Address:** All students in grades 6-12 will be assigned a P-H-M email account. This account will be considered the student's official P-H-M email address until such time as the student is no longer enrolled in the P-H-M School Corporation.

d. **Prohibited Conduct:** Student email may not be used in the following ways:

- Unlawful activities
- Commercial purposes
- Personal financial gain
- False identity in email communications
- Misrepresentation of the Penn Harris Madison Schools
- Interference with P-H-M Technology Through
- Electronic chain letters
- Unsolicited electronic communications
- Disruption of electronic communications
- Harassment or bullying

e. **Access Restriction:** Access to and use of student email is considered a privilege accorded at the discretion of P-H-M. The District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Building Technology Department for further investigation and adjudication.

f. **Security:** P-H-M cannot and does not guarantee the security of electronic files located in the Google Mail System. Although Google does have a powerful content filter in place, P-H-M cannot assure that users will not be exposed to unsolicited information.

g. **Privacy:** The general right of privacy will be extended to the extent possible in the electronic environment. P-H-M and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student email are strictly prohibited from accessing files and information other than their own. The district reserves the right to access students' P-H-M email account, including current and archival files of user accounts when there is a reasonable suspicion that unacceptable use has occurred.

This document contains information regarding the care of P-H-M Chromebooks. Read it carefully prior to signing. You are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect your assigned Chromebook.

**Loss or damage resulting in failure to abide by the details below may result in full financial responsibility.**

Read the electronic manual that comes with the Chromebook. Following the manufacturer's advice and the standards below will lead to a Chromebook that will run smoothly and serve as a reliable, useful and enjoyable tool.

### **Your Responsibilities**

- Treat this equipment with as much care as if it were your own property.
- Return the Chromebook at the beginning of each school year in the same condition in which it was received. Normal wear and tear expected.
- Bring the Chromebook to school every school day charged and ready for work.
- Keep the Chromebook either locked (i.e., locked in our school locker, 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 your school locker) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the Chromebook in your school locker 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 the Chromebook in school buses or vans, 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 other than in a locked trunk.
- 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 the terms of the Student Chromebook Use Agreement and all related P-H-M policies and guidelines at all times and in all locations. When in doubt about acceptable use, ask the Technology Department.
- Read and follow general maintenance alerts from school technology personnel.

### **How to Handle Problems**

- Promptly report any problems to the teacher or the Student Helpdesk.
- Don't force anything (e.g., connections, popped-off keys). Seek help instead.
- When in doubt, ask for help.
- Do not go outside of P-H-M for repairs.

### **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 for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number, asset label, or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the Chromebook.

### **Caring for the Chromebook**

- Always store the Chromebook in a case or sleeve.
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components.
- Remember to login when coming to school and logout before leaving so files are backed up.
- Do not lift the Chromebook by the Screen. Always pick up your Chromebook from the base.

### **Screen Care**

- The Chromebook screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Chromebook screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Chromebook screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

### **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.
- Do not let the battery completely drain. Charge when the battery reaches 15% capacity. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Chromebook when it is not in use to save battery life and protect the screen.
- Adjust brightness to a lower level to add longevity to your daily battery life.

### **Personal Health and Safety**

- 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.
- Read the safety warnings included in the user guide.

## **Student Chromebook Program Acknowledgement Form**

Review and initial each statement below.

The following items reiterate some of the most important points covered in the Student Chromebook Use Agreement and the Standards for Proper Care.

	Parent Initial	Student Initial
I will not leave my Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my Chromebook become lost or stolen.		
I understand that my family will be responsible for all damage to my Chromebook, including the cost of a replacement Chromebook, caused by misuse or negligence that is not covered by the warranty.		
I will not install or use file-sharing programs to download music, video or other media.		
I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own.		
I will keep the Chromebook lid fully closed whenever it is moved from one point to another.		
I will read and follow general maintenance alerts from school technology personnel.		
I will report any problems with my Chromebook to a teacher, administrator, or member of the tech support staff in a timely manner.		
I will not attempt to repair the Chromebook outside of approved P-H-M channels.		
I will read the 2017-2018 Parent/Student Handbook, which has been provided to me in electronic form on my Chromebook, upon receipt of my Chromebook.		

