

North Branford Public Schools  
"Chromebook Authorized Use and Loan Policy"

The Chromebook that you will be issued is the property of NBPS (North Branford Public Schools), and is made available to you as a tool for learning. The focus of the Chromebook program at NBPS is to provide tools and resources to the 21st Century Learner so that each student may maximize his/her education. In doing so, students will acquire, share and evaluate information, achieve media and technology literacy, and maintain a safe and ethical environment. Excellence in education requires that technology is seamlessly integrated into our curriculum. Increasing access to technology is vital to our mission statement and one of the key technology devices for our future citizens is the Chromebook tablet. The individual use of Chromebooks is a way to empower students to maximize their full potential, personalize their learning, and prepare them for future endeavors. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anywhere.

Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the Student Handbook and "Acceptable Use Policy." Members of the NBPS community will use all Chromebooks, along with all other electronic communication and computing devices, in a responsible, ethical, and legal manner at all times.

1. **Care** – Students are solely responsible for the care and safekeeping of their Chromebooks. Students agree to keep the Chromebook clean and undamaged. They may not apply writing, or stickers to the Chromebook. The Chromebook must be cleaned only with approved soft, lint-free cleaning cloths, not any spray cleaners or liquids. The Chromebook must also be kept in a well-protected, temperature -controlled environment when not in use. The Chromebook must not be left in a vehicle or location that is not temperature controlled and must be kept away from food and drink. Students must return the Chromebook in the condition in which it was loaned to them. Students must immediately report damage or loss, including theft, or software or hardware issues, to NBPS. Students are not permitted to repair, alter, modify or replace Chromebooks without express authorization from the technology director or their designee.

2. **Loss** – Students will assume the same risk of loss by theft, destruction or damage as with a textbook. As per our textbook usage policy, the student will be responsible for the replacement of any Chromebook that is lost, stolen or damaged. The total replacement cost for the Chromebook is \$250. Power adapters not returned will be billed at \$21. If a Chromebook is stolen, the parent/guardian must provide proof to NBPS that a police report was filed.

3. **Settings and Security** – School-managed restrictions on the Chromebook are to be adhered to at all times on campus and at home. North Branford provides web filtering while the student is in school. The monitoring of website access outside of the school building is the responsibility of the guardians of the student. The deletion of any restrictions profile or a change in any settings is prohibited. In addition, each student will be provided with a unique password for his/her Chromebook. This password should be kept confidential by the student to ensure the Chromebook is only used by the designated student. Students may not change the password without express permission from NBPS. Students may not let other students use their assigned Chromebook.

4. **Installation of Apps** – Student Chromebooks will be given to students with key applications already installed. Installation of additional apps by students is not permitted.

5. **Expectations of Use** – It is the expectation that students will bring the Chromebook to school each day unless instructed otherwise. If a student leaves his/her Chromebook at home, the student will be responsible for completing the course work as if the student had his/her Chromebook in school. If a student repeatedly leaves his/her Chromebook at home, he/she will lose at-home Chromebook privileges and will have to leave the Chromebook in school. In addition, the student is responsible for bringing the Chromebook to school with a full battery charge each day. Charge the Chromebook only with the included charger and using a standard wall outlet for your power source.

6. **Loan Period** – All equipment provided to the student on loan must be returned at the end of the year in which the loan is made, unless specifically agreed upon in writing as a result of extenuating circumstances requiring the student to extend his/her use of the device. If, at any time, a student no longer qualifies for school privileges in North Branford due to residency, is placed out of district by the decision of a Planning and Placement Team, withdraws from class/school, is expelled from school, or graduates, the Chromebook must be immediately returned to the student's teacher or the building administrator.

7. **Privacy** – Students have no privacy rights in the use of school-owned Chromebooks or the data contained therein. All Chromebook activity, including communications, Internet history, and other uses, are subject to monitoring by NBPS. NBPS' representatives may inspect and, if they deem necessary, confiscate, any student's Chromebook at any time without prior notice.

8. **Inappropriate Content** – Any viewing, sharing or transmission of Chromebook material containing inappropriate content (i.e. guns, weapons, pornographic materials, or alcohol or drug-related symbols), offensive language, derogatory rumors/gossip, or other vulgar, sexually explicit, violent, threatening or harassing content is strictly prohibited and will result in disciplinary action. Bullying or cyberbullying using the Chromebook, whether on or off school property, is strictly prohibited and will lead to disciplinary consequences as outlined in Policy 1400, the NBPS Safe School Climate Plan. NBPS representatives may check for inappropriate material at any time and, if they deem necessary, confiscate any student's Chromebook without prior notice.

9. **Storage** – The Chromebook through the use of Google Drive provides unlimited storage space.

10. **Permissions and Rights** – Certain Internet materials may not be copied or reproduced without the permission of the author or other rights-holder. It is the student's responsibility to respect and adhere to all copyright, trademark, and other intellectual rights and trade secrets laws. In addition, all apps installed must be used in accordance with the applicable licensing agreements provided by the manufacturer or supplier of the software. Illegal file-sharing, including the unauthorized downloading of music, or any other activity that violates copyright laws is not permitted. Any media installed on the Chromebook must be legally owned by the student user or distributed by the school.

**11. Camera and Video Use** – The Chromebook comes equipped a front facing camera and video capabilities. Use of the Chromebook and any other device with audio and video recording capabilities during instructional time is at the discretion of the teacher, and the student must obtain prior approval to use the device for such purposes. Students must ask permission before recording or photographing any individual or group and before publishing or uploading any photo or video recording to any website or other form of social media. NBPS retains the rights concerning any recording and/or publishing of any student or staff member’s work or image. Students must obtain permission to publish a photograph or video of any school related activity, including publication or uploading to social media or other websites. Unauthorized recordings are subject to disciplinary action in accordance with School Board Policy and may be subject to criminal penalties pursuant to applicable state and federal law. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

**12. Network Access** – The NBPS network may not be accessed without authorization. This includes, but is not limited to, accessing the network using any account other than a student’s own.

**13. Additional Policies** – Individual teachers may set additional requirements for use in the classroom, and it is each student’s responsibility to familiarize themselves with each of their teacher’s specific policies.

**14. Policy Compliance** – Devices provided on loan by NBPS must be used in compliance with the NBPS Acceptable Use Policy and all other NBPS policies and procedures. In addition, this Chromebook Authorized Use Policy applies to NBPS students at all times, whether or not the students are on campus.

The Chromebook has been configured by the North Branford Public Schools Technology Department with the approved apps to meet the needs of the student and the security requirements of North Branford Public School’s network and to ensure compliance with the Children’s Internet Protection Act. The student must use the Chromebook in accordance with the North Branford Public School’s “Chromebook Authorized Use Policy” and other relevant school policies and procedures.

By signing this Agreement, you acknowledge that you have read and understood the “Chromebook Authorized Use Policy” and you have reviewed the Policy with the student. By signing, you and the student agree to abide by the terms and conditions of such policy.

As the parent/legal guardian of a student attending North Branford Public Schools (“NBPS”), I agree to accept the Chromebook and apps installed on it for use in our home, on the aforementioned terms and conditions.

## NBPS Chromebook Use Agreement Checklist

### Student Checklist

Please read and check each statement before signing:

(X)	
	I will not modify or disable the Chromebook in any way unless instructed by district personnel.
	I will not take inappropriate pictures/video or use the Internet inappropriately as defined by this Acceptable Use Policy.
	I will report any technical issues to my teacher as soon as possible.
	I will not leave my Chromebook unattended or have my Chromebook around food or drink.
	I understand and will abide by the above Chromebook User Agreement. I further understand that should I commit any violation, my access privileges may be revoked, I must return my Chromebook to NBPS, and school disciplinary action may be taken against me.

### Parent or Guardian Checklist

Please read and check each statement before signing:

(X)	
	I give my child permission to take his/her designated Chromebook outside of school.
	I assume all financial responsibility should my child be deemed responsible for theft or damage to the Chromebook or charger.
	I understand that this full time access to the Chromebook is designed for educational purposes. Therefore, my child's actions may cause for the removal of his/her Chromebook privileges (either temporary or long-term).
	As a district-owned device, I understand that my child's Chromebook can be searched at any time for improper material or evidence of improper use.
	As the parent or guardian of this student, I have read and understood the Chromebook User Agreement and I agree to be bound by its terms and conditions.

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

Serial No: \_\_\_\_\_

Grade: \_\_\_\_\_

North Branford Public Schools Chromebook Use and Loan Agreement

This Chromebook Loan Agreement (the "Agreement") is entered into by and between the North Branford Public Schools and Parent(s)/Guardian(s) of the below identified student and sets forth the terms and conditions of the student's use of a Chromebook that is owned by and the property of North Branford Public Schools. This Agreement becomes effective the date of execution below and continues for the duration of the 2018-2019 school year.

The Chromebook, identified below, is being signed out for educational purposes only by the following student and his/her Parent(s)/Guardian(s):

Other equipment loaned: power adapter

Parent(s)/Guardian(s) name(s): \_\_\_\_\_

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

\_\_\_\_\_  
Student Signature (Upon Receipt)      Date Received

BELOW FOR STAFF USE

\_\_\_\_\_

Date Returned: [\_\_\_\_\_.]

Condition of Chromebook upon Return:  
\_\_\_\_\_

Other equipment returned with Chromebook:  
\_\_\_\_\_

Signed in by: \_\_\_\_\_