

Students at Cascade Junior High and High School will be issued a Chromebook for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District-owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, and/or legal action.

To understand the expectations of the District, students and their parents/guardians are responsible for reviewing the District's Computer and Internet Access policies (3612 series), including the Internet Access Conduct Agreement 3612F which must be signed each school year before any student is allowed Internet access. The policies may be viewed online and are accessible from the school's web page.

Ownership of the Chromebook

The District retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes for the academic year. Moreover, the District administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware. The Chromebooks are for school use only.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District Policy 3612 series
- Students must bring their Chromebooks to school every day and make sure it is fully charged. (A fully charged Chromebook should last at least 6-8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in a protective case which the district will provide.
- Students must promptly report any problems with their Chromebook to a teacher or the Technology Coordinator.
- Students may not remove or interfere with the serial number, brand markings, or school asset tag.
- Students must not alter the appearance of the Chromebook in any way.
- Students must keep their device clean and use only approved computer screen cleaners.
- Food and drinks are not allowed near the Chromebooks. The cost of any damage that is a result of food or drink will be the responsibility of the student.
- Students will not lend their device to other students or use another student's Chromebook.
- Students will not tamper with another student's Chromebook.

Responsibility for Electronic Data

Students may only install school approved apps and extensions on their Chromebooks. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed.

Web Content Filtering

Cascade Public Schools employ a Children's Internet Protection Act (CIPA) compliant web filtering device for in school filtering of the Chromebooks. Any attempt to bypass this device or disable the filtering will be deemed a violation of the District's Internet and Acceptable Use Policy 5300 and will result in disciplinary action. See Access to Inappropriate Material in Policy 5300.

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices(netbyte laptops/old chromebooks) for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for the loaner device.

Penalty for Not Having Chromebook at School Ready for Use

If a student does not bring his/her Chromebook to school, disciplinary action will result. (Warning the first time, Discipline Write Up after that). Failure to bring a fully charged Chromebook to school may result in disciplinary action (Warning the first time, Discipline Write Up after that). Students may also lose the privilege of taking their Chromebook home.

Technology Use Fee

The District will charge each JH and HS student a \$20 technology use fee per year. This fee will be used to repair or replace damaged equipment resulting from normal use. Food or drink damage is not considered normal use. All other negligent breakage will be the responsibility of the student to pay for. The District will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full purchase price (approximately \$200) for a new device.

Chromebook Agreement / Signature Form

By signing below, the student and their parent/guardian agree to follow and accept:

- Acceptable Use Policy (AUP) 3612 series
- Chromebook Agreement (this document)
- The Website and Social Media Guidelines (below)
- That the District owns the Chromebook, software, cases and issued peripherals
- If the student ceases to be enrolled in Cascade Public Schools, the student/parents will return the Chromebook in good working order or pay the full replacement cost of the device (approx. \$200). In addition, the student must also return both the Chromebook charger and the Chromebook case. If one or both of these items is not returned, the student/parent must pay for the Chromebook charger (\$25) and/or for the Chromebook case (\$15).
- In no event shall Cascade Public Schools be held liable to any claim of damage, negligence, or breach of duty.

RETAIN THIS PAGE FOR YOUR RECORDS.

**PARENT AND STUDENT MUST SIGN AND RETURN THE NEXT PAGE ALONG
WITH THE \$20 FEE. INCOMPLETE FORMS WILL BE RETURNED.
CHROMEBOOKS WILL BE ISSUED/RE-ISSUED AFTER THE RETURN OF
DOCUMENT AND FEE PAYMENT.**

CASCADE PUBLIC SCHOOLS COMPUTER USE AGREEMENT

Print Student Name _____ Grade _____

Student Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

Website & Social Media Guidelines: Think before you act because your virtual actions are real and permanent!

Guideline	Student Initials	Parent Initials
Students will not use district computers to access social network sites without specific authorization of district staff for class work purposes. Be aware of what you post online. Website and social media venues are very public. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.		
Cyberbullying behaviors will not be tolerated. These behaviors are punishable not only by Internet Acceptable Use Policy 5300 but also school discipline policy.		
Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.		
Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password with anyone besides your teachers and parents.		
Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.		
Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.		
Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.		
If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.		

Office Use Only: Technology Use Fee Paid: Yes No

Check/Cash/Other: _____ Date: _____

Form Revised: August 2017

*****SIGN AND RETURN THIS SHEET TO THE SCHOOL*****