

## FRSD CHROMEBOOK CHECKOUT INFORMATION



The Fern Ridge School District (FRSD) Chromebook Program is designed to increase technology use for Distance Learning and Supplemental Education and Learning Supports. Students are assigned a Chromebook, similar to textbook checkouts. This device works in conjunction with the school-issued Google Accounts, giving access to Google Drive, Google Apps, video conferencing/virtual classroom and a wide range of other academic apps and resources.

For all students in the FRSD Options program, and Elmira High students (Grades 9-12), this is a long term checkout. The student will be assigned the same chromebook for the duration of their school career, returning the devices for the summer recess. For non-Options program students in grades 4-8, this checkout is for students who need a device at home during Distance Learning periods. Devices may be recalled by the district at any time.

Throughout the time the student participates in the FRSD Chromebook Checkout Program, parents/guardians have a responsibility to supervise their student's use of the Chromebook, Internet use at home, and care for the Chromebook. If the device is lost or there is any physical damage to the Chromebook as a result of misuse or lack of care, families can be held financially responsible for the cost to repair or for the replacement of the Chromebook, just as they would for lost or damaged textbooks.

### **Below are the basic guidelines for taking care of your Chromebook:**

- 1. Nothing should be affixed** (attached, glued, taped, stuck on) to the Chromebook's plastic shell or screen. All stickers that come affixed on the Chromebooks, including barcodes, must remain on the Chromebooks in a readable and unedited state.
- 2. Keep all liquids and food items away from your Chromebook.** Liquids and food crumbs can damage delicate electronic circuits.
- 3. Always have clean hands before using your Chromebook.** Clean hands make it easier to use your Chromebook touchpad and there will be less risk of leaving dirt and other stains on the computer.
- 4. Protect the LCD display monitor.** Close the lid gently. Make sure no objects (i.e. pencil, paperclip, etc.) are left on top of the keyboard that will scratch or crack the screen when closed.
- 5. Be sure to store your Chromebook safely when not in use.** Ultimately, you are responsible for anything that may happen to your Chromebook, including loss or damage.
- 6. Protect your identity.** Be careful when giving out your email address and personal information online.
- 7. Treat it as an important tool for learning.** Learn what it can do, use it, find encouragement in how the tool might empower you to be successful in your education. Connect with your teacher, do research, read, do interactive activities, make the most of what it can do for you.

**Please see and agree to the Terms of Use before accepting the loaner chromebook**



# CHROMEBOOK CHECKOUT AGREEMENT

## Terms of Use

### **Distribution and Management**

Chromebooks are property of the Fern Ridge School District and are loaned out during the school year to students. Chromebooks must be returned at the end of the checkout period. Chromebooks should only be used by FRSD students and their families for school use only. Chromebooks cannot be lent to others.

Chromebooks that are lost or stolen as a result of student or parent negligence may not be replaced and students may have to complete their work without the use of a Chromebook. Lost Chromebook chargers are the responsibility of the parent/guardian to replace.

Chromebooks that are damaged will be repaired based on a fee schedule of the repair type. Damaged Chromebooks may be replaced with different models, repaired for a fee or not replaced at the discretion of the district.

If the Chromebook is not returned in a timely manner, the Chromebook will be disabled, considered lost, and parents will be billed.

### **Lost or stolen Chromebooks must be reported immediately.**

Following the report of a lost or stolen Chromebook, the student will be asked to provide a statement describing the circumstances to the school administration. If the Chromebook is recovered and returned to the school, it will be reassigned to the student.

### **Responsible Use/Internet Safety Policy**

Chromebooks are being provided to enable students to access educational resources and engage in instruction.

Students are prohibited from accessing, sharing, or creating inappropriate or graphic content, including images or language depicting violence, nudity, pornography, obscenity or otherwise unsuitable subject matter. In addition, parents agree that they will supervise their students when using this device to ensure they are not accessing inappropriate content as Fern Ridge does not guarantee filtering of said content from networks outside of its control.

### **Privacy Policy**

Chromebooks are the property of FRSD. Information that is accessed on a FRSD Chromebook may be monitored, viewed, or cataloged by the district.

FRSD reserves the right to investigate suspected inappropriate computer use conduct by students and their families and will fully cooperate with local, state, and federal law enforcement officials in the event of unlawful misconduct or suspicion of misconduct.

### **Disciplinary Actions**

Failure to follow the rules and guidelines presented in this document could result in disciplinary action and criminal prosecution. This includes, but is not limited to, tampering with the Chromebook's administrative settings, neglecting or stealing the school-issued Chromebook, etc. Disciplinary actions are determined by the FRSD administration and may include, but not limited to, parent contact, loss of credit, detention, in-or-out of school suspension, and temporary or permanent loss of Chromebook privileges.

