

Summers County Schools, Technology Student 1:1 Computer Hardware Agreement

Students Name:		School:	
WVEIS Number:		Grade:	
Serial Number:		SCS Tag Number:	

All Grades:

The computer issued to your child is an educational tool and should be used in that capacity. Failure to comply with the Acceptable Use Policy and these guidelines will result in the loss of technology privileges.

Before a student is assigned a computer, he/she and his/her parent or guardian must sign and return this form. Students and parents must have the signed Summers County Internet Access Permission form on file at the assigned school. Our belief is that students will responsibly use county technology and that they understand the appropriate and acceptable use of both the technology and county network. We also expect that students will make a good faith effort to keep their county-issued devices safe, secure and in good working order.

All technology is the property of Summers County Schools. Summers County reserves the right to demand immediate return of equipment at any time. Students will log into their Chromebooks using their school issued *Google Apps for Education* account only. The device may only be used by the student who has signed the agreement. In the event the assigned device is permitted to be used by a non-authorized user, the device’s use and or damage by the non-authorized user will be the responsibility of the assigned user. Tampering with a device’s operating system, software, and or firmware will be grounds for disciplinary action. Altering or removal of an assigned device’s identification tag will result in a \$5.00 replacement fee.

Before the technology is assigned to the student, the parents or guardians must assume financial responsibility for the equipment by signing the Laptop 1:1 Agreement. The approximate replacement cost of the technology is \$300. If the technology has a failure of an internal part, it is covered by a warranty and will be replaced at no cost. In the event the device assigned to your child is lost or stolen the complete replacement cost will be assessed and billed. Students will NOT be assessed a repair fee for damaged through negligence, vandalism, or failure to follow the proper care guidelines unless the device is unrepairable. Students WILL be subject to the outlined disciplinary actions if negligence or vandalism has been determined. Defacing (stickers, markers, carvings) an assigned device will be considered vandalism. Removing an assigned student’s device without his or her knowledge by transporting, relocating, and or hiding will be considered theft.

The majority of student work should be stored in Internet/cloud based applications (Office 365 One-Drive and Google Drive) and can be accessed from any computer with an Internet connection and from most mobile devices. Students should always remember to save frequently when working on digital media (although many cloud-based applications, including Google Docs, automatically save work). Summers County Schools will not be responsible for the loss of any student work. Pursuant to the West Virginia Department of Education’s Policy 2460, *Educational Purpose and Acceptable Use of Electronic Resources, Technologies and the Internet*, no student or staff user should have any expectation of privacy when using the district's network or equipment.

Chromebook Transportation and Care:

- No food or drinks should be next to Chromebooks.
- Cords, cables, and removable storage devices (e.g. thumb drives) must be inserted carefully into appropriate port.
- Chromebooks must remain free of any writing, drawing, stickers, etc.
- Heavy objects should never be placed on top of Chromebooks.
- Chromebooks should never be loaned to another student or individual.
- Students should hold the Chromebook (cover closed) with two hands when carrying inside or outside of the classroom.
- Never lift a Chromebook by the screen.
- Open the Chromebook only when it is resting on a flat surface such as a table or desk.
- Never carry a Chromebook with the screen open.
- Never close anything inside of the Chromebook.
- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Account and Usage Acknowledgment:

- Computers at school are to be used for educational purposes only.
- I will not give my password to anyone else; I will not use anyone else's account or move, change or delete anyone else's work.
- I will not change any computer settings or install programs on school computers.

The county will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag, name and ID number of the student assigned to the device. In an attempt to create an incentive for responsible students, each student will be assigned the same Chromebook for the duration of his/her time at Summers County Schools. Student devices will be replaced approximately every five years.

Students are bound by the Summers County Schools Acceptable Use Policy, the 1:1 Computer Hardware Agreement, and all other guidelines in this document wherever they use their Chromebooks.

Grades 3-6 Proceed to Disciplinary Action ->

Grades 7 - 12:

Students will be permitted to take their assigned device home. Students will also be provided, at no charge, a hardcover case. Cases must remain on the Chromebook at all times. Starting with the Class of 2023, students will have the option to purchase their Chromebook at fair market value (FMV) during the time of Graduation. Fair Market Value (FMV) will be determined by a third party. Summers County Schools will not receive funds associated with the FMV purchase.

Printing

Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained here: <http://www.google.com/cloudprint/learn/>.

Repairs and Loaners

All Chromebooks in need of repair must be reported to the School's Technology Integration Specialist (TIS) or Technology Systems Specialists (TSS) within two instructional days.. Loaner Chromebooks may be issued to students when their school-issued Chromebook is being repaired. A student borrowing a Chromebook must check out the loaner device and will be responsible for any damage to or loss of the loaned device. Loaner devices must be treated with the same respect as any other device as outlined in this document.

Possession and Device Charging

Student Chromebooks must be brought to school each day fully charged. Students should charge their Chromebooks at home every evening. Chromebook chargers should remain at home. Charging will not be available in the classrooms. An uncharged Chromebook will be treated the same as a missing textbook or homework.

Off Campus Use

Students are encouraged to use their Chromebooks at home and other locations outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, many applications can be used while not connected to the Internet. Student do have the ability to download assignments to Google Drive for offline use.

End of Year and Returning the Chromebook

At the end of the school year, students will turn in their Chromebooks, and charger. Failure to turn in a Chromebook and charger will result in the student being charged the full replacement cost of these items. The County may also file a report of stolen property with the local law enforcement agency.

Transferring or Withdrawing Students

Students that transfer out of or withdraw from Summers County Schools must turn in their Chromebook and charger to the TIS's office before their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full replacement cost for each missing asset (Chromebook, charger, case). Unpaid fines and fees of students leaving Summers County Schools may be turned over to a collection agency. Summers County Schools may also file a report of stolen property with the local law enforcement agency.

Disciplinary Action:

Associated Values for Student Assigned Chromebooks and Components.

Complete Replacement	\$300.00	Type-C Charger	\$30.00	LCD Screen	\$40.00
Keyboard	\$70.00	Bezel	\$15.00	Asset Tag	\$5.00

*The above values include repair time, ordering, and re-inventory.

In the event of a damaged device, the school's TIS and county school system's TSS will review the evidence, damage and circumstance then report their findings and recommendations to the school's administrator. Events must receive a concurrence between the TIS and TSS to be submitted as *Damaging or Destruction of School Property*.

Using a device to interfere with other classroom technology will be categorized as a level 1 Offense (Disruptive conduct). Repeat offences will be categorized as Level 2 Abuse of Technology).

Altering the Chromebook's appearance beyond normal wear and tear, removing county asset tag and or device serial number, purposefully damaging LCD screen, keyboard , or bezel, will be categorized as a level 2 Offense (*Abuse of Technology*). (Repeat offense will be categorized as Level 3 *Destruction of School property*).

Altering the operating system, firmware, applications and or settings of a Chromebook will be categorized as a level 2 Offense (*Abuse of Technology*). Repeat offence will be categorized as Level 3 *Destruction of School property*).

Using another student's or staff member's account to gain access to the laptop or network will be categorized as a level 2 Offense (*Abuse of Technology*) .

Damaging a device beyond repair will be categorized as Level 3 Offense (Destruction of School property).

Removing an assigned student's device without his or her knowledge by transporting, relocating, and or hiding will be considered theft and categorized as Level 3 Offense (*Stealing*).

Using another student's or staff member's account with the intention of impersonation will be categorized as Level 4 (*Violation of County, State or Federal Laws*).

Student Name (Please Print):	
Student Signature:	
Parent Name (Please Print):	
Parent Signature:	
Home Use Consent: (Grades 7-12 only)	Yes No