



West Hardin CCISD



1:1 Chromebook Policies and Procedures 2018-

2019

Policies and Procedures for 1:1 Chromebook Program West Hardin CCISD

West Hardin CCISD is proud to offer our West Hardin Students Chromebook devices for use at school and at home. The 1:1 Chromebook Program, which provides mobile computing and wireless technology to West Hardin CCISD Students, has been designed to enhance the delivery and individualization of instruction.

For students and parents/guardians, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction from school staff on the proper use of the Chromebook.
- Students in the 9-12 grades will be able to take the Chromebook home during the school year. 7-8 students will leave the Chromebooks in the classroom everyday
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in the passenger area of a car.
- Students must take precautions to prevent damage to the Chromebook; for example do not leave the Chromebook where there is danger of coming in contact with moisture or excessive heat. This would include protecting the machine from inclement weather.
- The Chromebook comes with preloaded apps and must not be removed. Students may load additional apps onto the machine while following the guidelines of the Acceptable Use Policy.
- Students are to use the Chromebook to access only socially and educationally appropriate materials and websites.
- Students must not use the Chromebook to purchase goods and services via the Internet. (Parents/students are charged with full responsibility for any financial obligations incurred from the inappropriate use of the Chromebook.)
- Students are to use the Chromebooks in accordance with the West Hardin CCISD Acceptable Use Regulations and to maintain the Chromebooks in accordance with the procedures and information provided.
- Students are expected to adhere to any additional requirements set forth by the classroom teacher.
- Chromebooks are the property of West Hardin CCISD and must be returned at the end of the academic year, at the semester break, upon withdrawal from West Hardin CCISD, or at the request of a teacher or administrator. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are the property of West Hardin CCISD, officials of the school have

the right to review all material stored on or accessed by any Chromebook. School officials may revoke a student's Chromebook use privileges for misuse or violation of policies.

The 1:1 Chromebook initiative, which has been adopted by West Hardin CCISD, will enhance learning for our students using 21st Century Skills. Learning results from continuous dynamic interaction among students, educators, parents, and the extended community. Effective teaching and learning with Chromebook integrates technology into the curriculum anytime, anyplace.

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1. Receiving Your Chromebook & Check-In

1.1 Receiving Your Chromebook

Chromebooks will be distributed each fall during Chromebook Orientation. Parents and students must attend a yearly Information Session. Before receiving an Chromebook, students and parents must sign and return copies of the following documents:

- Chromebook Insurance Agreement Form,
- Student Pledge for Chromebook Use,
- Acceptable Use Policy (part of the Middle/High School Student Handbook)

Any student that needs assistance with Chromebook insurance fees should contact the principal.

1.2 Chromebook Check-In

Chromebook's will be returned during the final week of school during student checkout so they can be examined for serviceability. If a student transfers out of the West Hardin CCISD during the school year, their Chromebook will be returned at that time of check out. **If Chromebook is not returned upon checkout, charges will be filed with the county.** Students may be required to return the Chromebook at the semester break.

1.3 Check-In Fines

Individual school Chromebooks and accessories must be returned to West Hardin CCISD at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at West Hardin CCISD for any other reason must return their Chromebook on the date of termination. If a student fails to return the Chromebook at the end of the school year or upon termination of enrollment, that student will be subject to criminal prosecution or civil liability. The student will also pay the cost of the Chromebook, or if applicable, any insurance deductible. Failure to return the Chromebook will result in a theft report being filed with the Hardin County Sheriff Department.

The student will be responsible for any damage to the Chromebook, consistent with the District's Insurance Agreement Form and must return the Chromebook and accessories in satisfactory condition. The student will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Principal's office for an evaluation of the equipment.

1.2 General Precautions

- The Chromebook is school property and all users will follow this policy and the Acceptable Use Policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers of any type.

- Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- Chromebooks and case must remain free of any writing, drawing, stickers, or labels that are not the property of West Hardin CCISD.
- Chromebooks must never be left in an unattended or unsupervised area.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- Students must keep their Chromebook in the protective case, provided by the school, at all times.

1.3 Carrying Chromebooks

The protective case provided with the Chromebooks has sufficient padding to protect the Chromebook from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- Chromebooks must always be within the protective case.
- Limit the number of items carried within a backpack with the Chromebook to limit the amount of pressure applied to the Chromebook screen.
- Avoid bumping the Chromebook against any surface.

1.4 Screen Care

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the Chromebook at any time.
- Do not place anything near the Chromebook that could put pressure on the screen
- Do not place anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals WILL damage the screen.
- Do not "bump" the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.

3. Using Your Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students must be responsible to bring their Chromebook to all classes, unless specifically instructed not to do so by their teacher. The Chromebook is the property of West Hardin CCISD. Therefore, school staff and administration have the right to check any material stored on a student's Chromebook at anytime.

3.1 Chromebooks Left at Home

If students leave their Chromebooks at home, they are responsible for getting the course work completed as if they had their Chromebook present. **If a student repeatedly (three**

or more times as determined by any staff member) leaves their Chromebook at home, they will be required to “check out” their Chromebook from the office for three (3) weeks.

3.2 Chromebooks Undergoing Repair

Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair in the office. There may be a delay in getting an Chromebooks should the school not have enough to loan.

3.3 Charging Your Chromebook’s Battery

Chromebooks must be brought to school each day in a fully charged condition. Students need to charge their Chromebooks each evening. Only charge your Chromebook with the provided charger. Failure to keep the Chromebook charged could result in detention or referral to the office.

3.4 Screensavers and Backgrounds

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary actions.
- Passwords on screen savers are to be used. The Chromebook is the property of the school district. Therefore, school staff members have the right to check any material stored on a student’s Chromebook, including the screensaver at anytime.

1.1 Sound, Music, Games or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the Chromebook and can be used at the discretion of the teacher.
- Internet games are not allowed on the Chromebook. If game apps are installed, they must meet the requirements of the Acceptable Use Policy.
- All software/apps provided by the district, must remain on the Chromebooks. Data storage will be through apps on the Chromebook and email to a server location.
- At no time is it allowable to uninstall any district MDM software. Appropriate disciplinary action will be taken.

3.5 Printing

Printing will not be available from the Chromebook. If students need to print anything from their Chromebook, they will need to email the document to themselves or their teachers to print from the email.

3.6 Home Internet Access

Students are allowed to set up wireless networks on the Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require the student to follow the same steps as if printing at school.

4. Managing Your Files & Saving Your Work

4.1 Saving Your Work

Students may save work to the home directory on the Chromebook on a limited basis. It is recommended that students save documents and projects to cloud storage such as your Google Drive. Storage space will be available on the Chromebook – but it will not be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. Chromebook malfunctions are not an acceptable excuse for not submitting work.

4.2 Network Connectivity

West Hardin CCISD makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

5. Software on Chromebooks

5.1 Originally Installed Software

The software/apps originally installed by West Hardin CCISD must remain on the Chromebook in usable condition and be easily accessible at all times. From time to time the school may add software applications for use in a particular course. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course. Periodic checks of Chromebooks will be made to ensure that students have not removed required apps. At no time will students delete school profiles or school MDM software (ex. Meraki, Zuludesk, Jamf), students who remove software will be subject to loss of privileges on Chromebooks.

5.2 Additional Software

Students are allowed to load school appropriate software/apps on their Chromebooks. West Hardin will synchronize the Chromebooks to update school provided apps. Students will be required to synchronize their Chromebook to update their personal and free apps required by the school. **The following is a list of apps students are restricted from downloading to their Chromebooks:**

This is an initial list of banned apps. Apps can be added at the discretion of the administration. You will be informed by e-mail if an app has been added to the list and will have 2 days to remove the app from your Chromebook.

Consequences for downloading unapproved app.

1st offense - Play store/chrome webstore turned off on Chromebook for 1 week.

Unapproved app removed by Mr. Buser

2nd offense – Play store/chrome webstore turned off on Chromebook for 1 month. All non-school essential apps removed from Chromebook by Mr. Buser

3rd Offense - Play store/chrome webstore turned off on Chromebook for remainder of current Semester. All non- school essential apps removed from Chromebook by Mr. Buser

It does not have to be the same app to constitute a 2nd or 3rd offense. Anytime an unapproved app is downloaded, it will constitute an offense, ex. Facebook is downloaded in September. If you download Snapchat after you get your appstore turned back on, it will be a 2nd offense. Unapproved apps will be checked for daily through the management software. If you download an app at home and then delete it before school, this counts as an offense of downloading an unapproved app.

5.3 Inspection

Students may be selected at random to provide their Chromebook for inspection. These inspections may include an inspection of all material saved on the Chromebook. Students cannot refuse access to Chromebook from the technology department.

5.4 Procedure for Re-loading Software

If technical difficulties occur or illegal software or non-West Hardin CCISD installed apps are discovered, the Chromebook will be restored from backup to its original state. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software Upgrades

All software upgrades will be handled by the technology department. If an

update is pushed to students devices it is meant for students to upgrade software as soon as possible.

6. Acceptable Use

The use of West Hardin CCISD technology resources is a privilege, not a right. The privilege of using the technology resources provided by the District is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the West Hardin CCISD. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. The West Hardin CCISD Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

Violations may result in disciplinary actions up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of having a Chromebook, you will need to sign a letter indicating this, stating the reason(s) why, and understand that your student is still responsible for meeting the course requirements.

6.2 School Responsibilities

- School will provide Internet and email access to it's students.
- School will provide Internet blocking of inappropriate materials as able (while at school).
- School will provide network data storage areas. These will be treated similar to school lockers. West Hardin CCISD reserves the right to review, monitor, and restrict information stored on or transmitted via West Hardin CCISD owned equipment and to investigate inappropriate use of resources.
- School will provide training on how to appropriately use the Chromebook.
- School will provide staff guidance to aid students in doing research and help assure student compliance of the Acceptable Use Policy.

6.3 Student Responsibilities

- Students will use Chromebooks/computers in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to Chromebook/computer use.
- Students will use all technology resources in an appropriate manner so as not to

damage school equipment. This “damage” includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries or service interruptions cause by the student’s own negligence, errors or omissions. Use of any information obtained via West Hardin CCISD’s designated Internet system is at your own risk. West Hardin CCISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- Students will help the West Hardin CCISD technology staff protect its computer system/devices by contacting an administrator about any security problems they may encounter.
- Students will monitor all activity on their account(s)
- Students should always turn off and secure their Chromebook after they are done working to protect their work and information.
- If a student should receive email containing inappropriate or abusive language or if the subject matter is questionable, he or she is asked to print a copy and turn it into the administration.
- Students will return their Chromebook to the Technology office at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at West Hardin CCISD for any other reason must return their individual school Chromebook on the date of termination.

6.4 Student Activities Strictly Prohibited

- Illegal installation or transmission of copyright materials.
- Any action that violates existing Board policy or public law.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- Use of outside data disks or external attachments without prior approval from the administration.
- Changing of Chromebook setting (exceptions include personal setting such as font size, brightness, etc.)
- Downloading apps which violate the Acceptable Use Policy.
- Spamming – sending mass or inappropriate emails.
- Gaining access to another student’s accounts, files, and/or data.
- Use of the school’s Internet/email accounts for financial or commercial gain or for any illegal activity.
- Students are not allowed to give out personal information, for any reason, over the Internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, eBay, email, etc.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism, (any malicious attempt to harm or destroy hardware, software, or data,

including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.

- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients.
- Use of the Chromebook camera to take and/or distribute inappropriate or unethical material.
- Bypassing the West Hardin CCISD web filter through a web proxy, vpn, or any anonymizer software.

6.5 Chromebook Care

Students will be held responsible for maintaining their individual Chromebook and keeping them in good working order. Students will be responsible for damages to their Chromebooks.

- Chromebook batteries must be charged and ready for school each day.
- Only labels or stickers applied by West Hardin CCISD may be applied to the Chromebook.
- Chromebook cases furnished by the school district must be returned with only normal wear and no alterations to avoid paying a sleeve replacement fee.
- Chromebooks that malfunction or are damaged must be reported to the office. The school district will be responsible for repairing Chromebooks that malfunction. Chromebooks that have been intentionally damaged from student misuse or neglect will be repaired with the cost being borne by the student. Students will be responsible for the entire cost of repairs to Chromebooks that are damaged intentionally or be responsible for full replacement cost.
- Chromebooks that are stolen or lost must be reported immediately to the office and the Hardin County Sheriffs office..

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is viewed as a form of cheating thus is a violation of the West Hardin CCISD Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the District.

6.7 Student Discipline

If a student violates any part of the above policy, he or she will be subject to

consequences as listed in the Acceptable Use Policy and West Hardin CCISD Student Handbook.

7. Protecting & Storing Your Chromebook

7.1 Chromebook Identification

Student Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

- Record of serial numbers and correlated asset tag.
- West Hardin CCISD Label.

7.2 Storing Your Chromebooks

When students are not using their Chromebooks, they should be stored in their locker (locker must be locked) or kept with the student. Nothing should be placed on top of the Chromebooks when stored in student lockers. Students are encouraged to take their Chromebooks home every day after school, regardless of whether or not they are needed. Chromebooks should not be stored in a student's vehicle at school or at home. If a student needs a secure place to store their Chromebook, they may check it in for storage in the office.

Do NOT leave your Chromebook in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.

7.3 Chromebooks Left in Unsupervised Areas

Under no circumstances should Chromebooks be left in unsupervised areas. Unsupervised areas include the school grounds, lunchroom, computer lab, locker rooms, unlocked classrooms and lockers, dressing rooms, busses, and hallways. Any Chromebook left in these areas is in danger of being stolen or damaged. If an Chromebook is found in an unsupervised area, it will be taken to the office. Violations may result in loss of Chromebook privileges and/or other privileges.

8. Repairing or Replacing Your Chromebook

Students will be responsible for damages to their Chromebooks including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc. Depending on the damage and whether or not the damage was accidental or due to a malfunction of maintenance issue, the West Hardin CCISD Protection Plan would be used to determine the cost of the repairs. In the case of intentional damage and/or neglect, the student will pay the full repair or replacement cost of the device.

8.1 School District Protection Plan

Insurance is available through West Hardin CCISD. The cost of the insurance protection is \$35 annually. Checks must be made payable to West Hardin CCISD and please write student names on the check. The insurance policy covers one Chromebook per student per school year for any costs outside the manufacturer's warranty.

Purchasing the insurance is not required, but students are responsible for all repair/replacement costs. Refer to the following coverage table for repair costs with and without insurance.

Claims	With Insurance	Without Insurance
Lost Chromebook	Full Replacement Cost (unfortunately our insurance does not cover lost Chromebooks)	Full Replacement Cost
Destroyed Chromebook (total)	\$25	Full Replacement Cost
Stolen Chromebook (Police Report Required)	\$25	Full Replacement Cost
Chromebook Repairs – Less than \$100	\$10	Full Repair Cost
Chromebook Repairs – More than \$100	\$25	Full Repair Cost
Power Adapter	Free if turn in old power adapter	\$30 (Must be an HP power adapter)
Case	\$25	\$35
* cover or any school-owned accessories are not included. These items require a full replacement cost with the exact same item.		

8.2 **Claims**

All protection plan claims for accidental damage or maintenance must be reported and filed with the office. In cases of theft, students or parents must file a police or fire report and bring a copy of the report to the office before an Chromebook can be replaced with the School District Protection Plan. The insurance plan does not cover loss. In the event of loss please notify office and you will be responsible for the full replacement cost of what ever piece is lost.

Student Internet and Computer Access

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without

permission from the system administrator.

11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.

II. **Enforcement**

A. **Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. **Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with student handbook
 - d. Other discipline as school administration and the school board deem

appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

West Hardin CCISD
Chromebook Insurance
Agreement Form 2018-2019

I, _____, agree that my student and I have read and will
(parent/guardian)

comply with all policies and procedures within the "1:1 Chromebook Policies and Procedures" document. We wish to purchase the school-provided insurance policy for a \$35 fee. I understand that this policy covers one (1) Chromebook device that is the property of West Hardin CCISD described within for one student for one school year. I also understand that by purchasing this insurance, we are still responsible for any repair costs according to the coverage table contained in this handbook.

Parent/Guardian (Please print first & last name): _____

Parent/Guardian Signature: _____

Date: _____

Student Name (Please print first & last name): _____

Student Signature: _____ Date: _____

Student Grade: _____

Phone Number: ____ (____) _____

I, _____, agree that my student, _____,
(parent/guardian) (student)

and I do not wish to purchase the school-provided insurance policy for a \$35 fee. I understand that my student and I are responsible for all costs incurred to one (1) Chromebook that is the property of West Hardin CCISD described within for the prescribed student.

Parent/Guardian Signature: _____

West Hardin CCISD
Student Pledge for Chromebook Use 2015-2016

- I will use my Chromebook in ways that are appropriate, meet West Hardin expectations, and are educational.
- I will use appropriate language when using e-mails, journals, wikis, blogs, or other forms of communication. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in activity that is harmful to other persons.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of West Hardin CCISD.
- I will follow the policies outlined in the *Chromebook Handbook* and the *Acceptable Use Policy* while at school, as well as outside the school day.
- I will only register the Chromebook to my school email account.
- I will take good care of my Chromebook.
- I will never leave my Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery daily and arrive at school with my device charged.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not use of the Chromebook camera to take and/or distribute inappropriate or unethical material
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by only carrying it while in the case provided. I will not remove my Chromebook from the case provided by West Hardin CCISD.
- I will not place decorations (such as stickers, markers, etc.) on my Chromebook or provided case.
- I will not deface the serial number Chromebook sticker on any Chromebook.
- I will file a police report in case of theft, vandalism, and other acts covered by insurance as well as report to the administration of West Hardin CCISD.
- I will be responsible for all damages or loss caused by neglect or abuse.
- I agree to return the Chromebook, case, and power cords in good working condition.
- I agree that at anytime a school official can look at the contents of my Chromebook.

I agree to the stipulations set forth in the above documents including the *1:1 Policies and Procedures*, the *Acceptable Use Policy*, the *Chromebook Insurance Agreement Form*, and the *Student Pledge for Chromebook Use*.

Student Name (please print first and last name): _____

Student Signature: _____ Date: _____

Parent Name (please print first and last name): _____

Parent Signature: _____ Date: _____

Individual school Chromebooks and accessories must be returned to West Hardin CCISD at the end of each school year. Students withdraw, are suspended or expelled, or terminate enrollment at West Hardin CCISD for any reason must return their individual school Chromebook on the date of termination.