

**BENTON SCHOOL DISTRICT**  
**CHROMEBOOK USE AGREEMENT**

**("Chromebook" refers to Chromebooks or similar devices)**

\*\*All Students will be required while at school. Personal devices will not be allowed.\*\*

Please read the entire document carefully. This agreement is made effective for general use of Chromebooks at the school site and upon receipt of a 1:1 Chromebook between the Benton School District (BSD), the student receiving a Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials (the "Chromebook") for use while a student is at Benton School District, hereby agree as follows:

**1. EQUIPMENT**

**1.1 Ownership:** The BSD retains the sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, Benton administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add or delete installed software or hardware.

**1.2 Equipment Provided:** Efforts are made to keep all Chromebook configurations the same. The BSD will retain records of the serial numbers of the provided equipment.

**1.3 Substitution of Equipment:** In the event the Chromebook is inoperable, the BSD has a limited number of spare Chromebooks for use while the original Chromebook is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken Chromebook or to avoid using the Chromebook due to loss or damage. Please note that if the Student forgets to bring the Chromebook or power adapter to school, a substitute will not be provided except for unusual circumstances at the discretion of the teacher or administration.

**1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-BSD installed software and for any data stored on the Chromebook. It is the sole responsibility of the Student to back up such data as often as necessary. The BSD provides a means for backup along with directions but the BSD does not accept responsibility for any such software.

**2. DAMAGE OR LOSS TO EQUIPMENT**

**2.1 Insurance:** The BSD will allow students to purchase insurance at a cost of \$20 per year. Please see the following chart as a reference to the benefits of purchasing insurance.

**In the event of damage not covered by the warranty, the Student and Parent will be billed a fee according to the following schedule.**

<b>Incident</b>	<b>Action(s) Necessary</b>	<b>Cost Without Insurance</b>	<b>Cost With Insurance</b>
Accidental Damage (1st Instance)	Report immediately to school staff. Device must be returned to school and another device may be issued.	Up to \$100	Half of actual cost up to \$50
Accidental Damage (2nd Instance)	Report immediately to school staff. Device must be returned to school. Another device may not be issued. Student may need to wait until original <b>device is returned from service.</b>	Up to \$150	Half of actual cost up to \$75
Accidental Damage (3rd Instance)	Report immediately to school staff. Device must be returned to school. Another device may not be issued. Student may need to wait until original <b>device is returned from service. Loss of privileges may occur such as:</b> <ul style="list-style-type: none"> <li>• Limited participation in Chromebook I: I program</li> <li>• <b>Device remains at school</b></li> <li>• Discipline referral</li> </ul>	Up to full cost of repair or replacement (Up to \$300)	Half of actual cost up to \$150.
Accidental Damage (Any additional Instance after 3rd)	Report immediately to school staff. Device must be returned to school. Another device may not be issued. Student may need to wait until original device is returned from service. <b>Loss of privileges may occur such as:</b> <ul style="list-style-type: none"> <li>• Limited participation in Chromebook I: I program</li> <li>• <b>Device remains at school</b></li> <li>• Discipline referral</li> </ul>	Up to full cost of repair <b>or replacement</b> (Up to \$300)	Up to full cost of repair or replacement (Up to \$300)
Intentional Damage	Report immediately to school staff. Device must be returned to school. Deliberate damage will be referred to school administration. Any and all appropriated discipline for damage to school property as set forth in School Board policies and building policies.	Up to full cost of repair <b>or replacement</b> (Up to \$300)	Up to full cost of repair or <b>replacement</b> (Up to \$300)
<b>Loss</b>	Report immediately to school staff.	Up to full cost of repair <b>or replacement</b> (Up to \$300)	Up to full cost of repair or <b>replacement</b> (Up to \$300)
Theft	Report immediately to school staff. A police report must be filed with local law enforcement. A copy of the report must be turned into the school <b>administration.</b>	Up to full cost of repair or replacement (Up to \$300)	Up to full cost of repair or <b>replacement</b> (Up to \$300)
Damage/Loss of <b>charger, extension cable, etc.</b>	Report immediately to school staff. If damaged, the <b>charger, extension cable, etc. must be returned to school.</b>	Repair or replacement cost up to \$50	Half of repair or replacement cost up to \$25
Damaged Screen/Keyboard	Report immediately to school staff.	Repair cost up to \$75	Repair cost up to \$37.50

**2.2 Responsibility for Damage:** The Student is responsible for maintaining a 100% working Chromebook at all times. The Student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the Standards for Proper Care below for a description of expected care (section 4).

**BSD reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence as determined by the administration. Examples of gross negligence include but are not limited to:**

- Leaving equipment unattended and unlocked. This includes damage or loss resulting from an unattended and unlocked Chromebook while at school. (See the Standards for Proper Care document for definitions of "attended," "unattended," and "locked.")
- Lending equipment to others.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).

**2.3 Responsibility for Loss:** In the event the Chromebook is lost or stolen, the Student and Parent may be billed the full cost of replacement.

**2.4 Actions Required in the Event of Damage or Loss:** Report the problem immediately to the building principal. If the Chromebook is stolen or vandalized while not at BSD or a school-sponsored event, the Parent shall file a police report.

**2.5 Technical Support and Repair:** The BSD does not guarantee the Chromebook will always be operable, but will always make technical support, maintenance, and repair available.

### **3. LEGAL AND ETHICAL USE REGULATIONS**

**3.1 Monitoring:** The BSD will monitor Chromebook use using a variety of methods-including electronic remote access to assure compliance with the BSD's Legal and Ethical Use Regulations.

**3.2 Legal and Ethical Use:** All aspects of the BSD Chromebook Use Agreement remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Programs:** The installation and/or use of any Internet-based file-sharing tools are explicitly prohibited. File-sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted material (music, video, and images).

**3.4 Allowable Customizations:** The Student is permitted to alter or add files to customize the assigned Chromebook to their own working styles (i.e., background screens, default fonts, and other system enhancements).

**3.5 Copyright Laws:** The Student will not duplicate or distribute copyrighted materials other than a backup copy of those items the Student legally owns.

### **4. STANDARDS FOR PROPER CHROMEBOOK CARE**

**4.1 Student Chromebook Program Acknowledgement Form:** The Student is expected to follow all the specific guidelines listed in the Chromebook Use Agreement herein, and take any additional common sense precautions to protect their assigned Chromebook. These same rules apply to loaner and stationary Chromebooks used on the school premises. Loss or damage resulting in failure to abide by the details below may result in full--financial responsibility. Parents and the Student must sign the Student Chromebook Program Acknowledgement Form prior to receiving their assigned Chromebook. Read the electronic manual that comes

with the Chromebook stored within each individual Chromebook. Following the advice and the standards below will lead to a Chromebook that will run smoothly and serve as a reliable, useful, and enjoyable tool.

## **4.2 The Student's Responsibilities**

- Treat the equipment with as much care as if it were your own property.
- Bring the Chromebook and charging unit to the BSD every school day. (If the Student forgets his/her equipment, substitutes will NOT be provided, except for unusual circumstances at the discretion of the teacher or administrator).
- Keep the Chromebook either secured or attended (with you or within your sight) at all times. Keep the Chromebook stored in a secure place when the Student cannot directly monitor it. For example, during athletic events, games, and practices, store the Chromebook in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. It is "best practice" to leave the Chromebook in the Student's issued locker. Chromebooks left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended equipment, if stolen-even at school-will be the Student's full financial responsibility.
- Avoid use in situations that are conducive to loss or damage. For example, never leave the Chromebook in school vehicles, in the gym, in a locker room, on playing fields, in the care of another student/teacher, or in other areas where it could be damaged or stolen. Avoid storing the Chromebook in a car for long periods of time. Avoid leaving the Chromebook in environments with excessively hot or cold temperatures. If the Chromebook must be stored in a car for a short period of time, it must be kept out of plain view to avoid theft.
- The Student will keep the Chromebook lid fully closed whenever it is moved from one point to another.
- The Chromebook is to be used only by the assigned Student. The Student's parents or guardians also are granted access to use the Chromebook while assisting the student.
- Adhere to the BSD Chromebook Use Agreement at all times and in all locations. When in doubt about acceptable use, ask the Technology Instructional Facilitator, Technology Coordinator, or your Building Principal.
- Regularly backup all necessary data stored on the Chromebook. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.
- The Student understands their issued Chromebook is subject to random checks and he/she will be responsible to maintain a Chromebook that hosts data and materials deemed appropriate by the school administration.

## **4.3 How to Handle Problems**

- Promptly report any problems to a teacher or building principal immediately.
- Don't force anything (e.g., connections, popped-off keys, etc.). Seek help instead.
- When in doubt, ask for help.

## **4.4 General Care**

- Do NOT attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover, or plastic casing. Doing so will void the warranty, and families will be responsible for 100% of the repair or replacement cost.
- Do NOT remove or interfere with the serial number or any identification placed on the Chromebook.
- Do NOT do anything to the Chromebook that will permanently alter it in any way. (The Student can apply identifiers to the Chromebook so long as they are completely removable.)
- Keep the equipment clean. For example, avoid fingering the screen and NEVER eat or drink while using the Chromebook. \*Note: The warranty does not cover damage to the Chromebook due to exposure to bodily fluids, blood-borne pathogens, or nicotine smoke.

#### **4.5 Carrying the Chromebook**

- Always completely close the lid and wait for the Chromebook to enter sleep mode before moving it, even for short distances. Movement while the Chromebook is on can result in permanent damage to the hard-drive and therefore the loss of all data. Sleep mode is sufficient. There is little reason to actually shut down the Chromebook other than on an airplane or during extended days of inactivity.
- We recommend the Student carry the Chromebook inside their normal school pack. Simply slide the Chromebook in and out while leaving the case within the school pack. Do not overstuff the Student pack. Extreme pressure on the Chromebook can cause permanent damage to the screen and other Chromebook components..
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components.

#### **4.6 Screen Care**

The Chromebook screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost up to \$75 to replace. Screens are particularly sensitive to damage from excessive pressure.

- Do not touch the Chromebook screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Chromebook screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD-type screens. See your Technology Instructional Facilitator, Technology Coordinator, or Building Principal for assistance in cleaning your Chromebook properly. The school supplies cleaning materials and special cleaning cloths.
- Never leave any object on the keyboard, i.e. pens, pencils, and papers with staples left on the keyboard are guaranteed to crack or severely scratch the screen when the lid is closed, thus resulting in a charge of up to \$300 to the family.

#### **4.7 Battery Life and Charging**

- Arrive at school each day with a fully charged battery. Establish a routine at home whereby the Student takes responsibility to charge the Chromebook overnight.
- Avoid using the charger in any situation where the Student or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shut down if the Student is unable to connect to a charger.
- Close the lid of the Chromebook when it is not in use in order to save battery life and protect the screen.

#### **4.8 Personal Health and Safety**

- Avoid extended use of the Chromebook resting directly on the lap. The bottom of the Chromebook can generate significant heat and therefore cause temporary or permanent injury. Use a barrier such as a book or devices made specifically for this purpose when working with the Chromebook on the lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track- pad). Take frequent breaks from using the Chromebook as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort. If possible, set up a workstation at home that allows the Student to situate the screen at eye-level and the keyboard at lap-level.
- Read the safety warnings included in the User Guide.

### **5. EQUIPMENT LENDING INFORMATION**

This additional agreement allows students under the supervision and discretion of the building principal and classroom teacher (or activity sponsor/coach) to check out a variety of peripheral equipment such as still cameras, video cameras, microphones, drawing tablets, and other audio visual devices for multimedia school

projects. The signed agreement is part of the Student Chromebook Program Acknowledgement Form. The BSD grants the user permission to borrow technology equipment for school and home use based on mutual agreement of the following:

### **5.1 Agreements**

- The Student received authorization from the Building Principal and teacher/sponsor/coach and filled out the Equipment Lending Sign-ont Form filed in the office with the building's secretary.
- The Student will return the equipment on the established due date and times. It will be understood the Student will be billed for replacement costs if equipment is not returned or returned promptly. Approximate replacement costs include: Chromebooks \$300. The Student will treat this equipment with the same care as if it were their property.
- The Student will maintain the equipment in clean condition.
- The Student will avoid use of the Chromebook in situations that are conducive to loss or damage.
- The Student will heed general maintenance alerts and advice from school technology personnel.
- The Student will promptly report any malfunctions, loss, damages or theft to the Building Principal, Technology Coordinator, Technology Facilitator or the classroom teacher/sponsor/coach.
- The Student will adhere to the BSD Chromebook Use Agreement and Chromebook Use and Conduct Rules when using peripheral equipment at all times and locations.

### **5.2. Damage or Loss**

*The Student is responsible for any costs incurred due to loss or damage of equipment as determined by the school. The Student understands that if they violate the above, they may not be permitted to checkout school equipment in the future and may be billed for any costs incurred by the school.*

## **6. VIDEOS. PICTURES. DISCUSSION AREAS. PUBLISHING ON THE SCHOOL NETWORK**

### **6.1 Use of Teacher Web Tools for Learning**

While enrolled at the BSD, the Student will have access to the teachers' course management system such as Schoology. Teachers will create a variety of blogs, wikis, discussion boards, posts, emails, or activities in support of academic growth. The BSD's primary use of Schoology or other course management systems and web tools is for academic purposes only. Schoology, like other course management systems, allows the academic community to use social networking to interact with learning content, student peers, resource persons, and teachers. As such, students are expected to use assigned social networking areas as a learning tool and not for unrelated communication and gossip. As always, classroom teachers and administration will monitor networking activities for appropriate use. The BSD will comply with the Federal Trade Commission's COPPA (Children's Online Privacy Protection Act) for students under the age of 13.

### **6.2 School Sponsored Pictures, Video and Chat Logs**

- The Student and their parents must indicate on the Student Chromebook Acknowledgement Form if they wish to prohibit the direct use of video, pictures, or chat logs for school news and professional development of teachers and staff. Student work will be solely shared to serve the purpose of improving our school and public relations by promoting the positive image and work of the teachers and students within the school.
- The Student is not to create their own activities or events on the school district's technology network without consent and direction of the classroom teacher and Building Principal(s).
- The Student is not to ask for or send photos of other students without consent and direction of the classroom teacher and Building Principal(s).

- The Student is not to ask for personal information about other students. Examples include but are not limited to: email address, phone number, home address, and physical description. This section is not intended as a comprehensive list. The student handbook and school board policy may apply for disciplinary consequences including limited access to network services and loss of Chromebook privileges if there is a violation. Other students conduct rules and policies may apply.

## **7. Chromebook USE AND CONDUCT RULES**

**7.1 General Information:** The primary goal of the BSD's available technology is to enrich the learning that takes place in and out of classrooms. In particular, technology offers opportunities for exploration and analysis of academic subjects in ways that traditional instruction cannot replicate. However, certain legal and ethical restrictions apply. Also, the limited supply of both hardware and software requires us to set priorities for use. Academic work for courses always takes priority over any other use of the Chromebook equipment. Chromebooks provided in the Media Center and other computing centers located in the school building equipment are reserved exclusively for academic use. The following is a list of rules and guidelines, which govern the use of the BSD Chromebooks and network resources.

**7.2 Network Resources:** Network services refers to all aspects of the BSD's owned or leased equipment, including Chromebooks, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. These rules apply to any use of the BSD's network resources whether this access occurs while on or off the school premises.

**7.3 Prohibited Acts:** The Student may not use network resources:

- to circumvent the school districts filter to access sites not approved.
- to create, send, access or download material which is abusive, hateful, harassing or sexually explicit;
- to download, stream or listen to Internet-based music, video and large image files not required for school work, as this slows the performance of the network for all users. The school will monitor the network for violations.
- to alter, add or delete any files that affect the configuration of a school Chromebook other than the Chromebook assigned for personal use;
- to conduct any commercial business;
- to conduct any illegal activity (this includes adhering to copyright laws);
- to access the data or account of another user (altering files of another user is considered vandalism);
- to install any software onto the BSD Chromebooks to copy the BSD school software (copying school owned software programs is considered theft).

**In addition, students may not:**

- give out their home address or phone number to anyone on the Internet (this protects users from becoming potential victims of those with criminal intent);
- give password(s) to anyone;
- post anonymous messages;
- forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."

**7.4 Responsibility for Property:** The Student is responsible for maintaining a 100 percent working

Chromebook at all times. The Student shall use reasonable care to be sure the Chromebook is not lost, stolen or damaged. Such care includes:

- Not leaving equipment in an unlocked car or unlocked home.
- Not leaving equipment unattended while at school or elsewhere.
- Not lending equipment to anyone.
- Not using equipment in an unsafe environment.

The Student must keep the Chromebook locked (i.e. locked in your school locker, home or secure place where others do not have access) or attended (with the Student or within the Student's sight) at all times. Chromebooks left in bags or backpacks or in unattended classrooms are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the Student will receive a warning before getting the Chromebook back. If the Chromebook is confiscated a second time, the Student may be required to get a parent signature acknowledging financial responsibility before getting the Chromebook back. Unattended equipment, if stolen - even at school - will be the Student's responsibility.

**7.5 Discipline** Any student who violates these rules will be subject to disciplinary action.

**7.6 Legal Issues and Jurisdiction** Because the BSD owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to insure that all facilities are used legally. Hence, any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of the BSD's network resources is subject to the rules stated in this policy. School administration monitors our network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of our network resources, including email system, the school administration reserves the right, if needed, and at its discretion, remotely access, to open, examine and/or delete electronic files that violate this Chromebook Use Policy.

**7.7 Disclaimer** The BSD does not have control of the information on the Internet or incoming email, nor does it provide any technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal, or otherwise inconsistent with the mission of the Benton School District. While the BSD's intent is to make Internet access available for educational goals and objectives, account holders will have the ability to access other materials as well. At the BSD, we expect students to obey the Chromebook Use Agreement when using the Internet. Students found in violation of the policy will be disciplined. In addition, the BSD account holders take full responsibility for their access to BSD's network resources and the Internet. Specifically, the BSD makes no guarantee with respect to the school network resources nor does it take responsibility for:

- the content of any advice or information received by an account holder.
- the costs, liability or damages incurred as a result of access to school network resources or the Internet; any consequences of service interruptions.

Please contact the Building Superintendent for any questions regarding the Chromebook Use Agreement.

**END OF CHROMEBOOK USE AGREEMENT**



**Benton School District**  
**Student Chromebook Program Acknowledgement Form**  
**2023-2024 School Year**

**("Chromebook" refers to Chromebooks or similar devices)**

*All requirements must be read, with initials and signatures included, prior to receiving your assigned Chromebook. Be sure to read the entire Chromebook Use Agreement before signing this acknowledgement form.*

<b>Student Initials</b>		<b>Parent Initials</b>
	I have read the Chromebook Use Agreement and agree to the conditions stated. (1.0-7.7)	
	I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations; such as on the Chromebook, external hard-drive, CD, flash drive or file server. (1.4, 4.2)	
	I will not leave my Chromebook unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my Chromebook become lost or stolen due to "gross negligence" as determined by administration. (2.2, 2.3, 2.4, 4.2)	
	I understand that my family is financially responsible for up to full cost if damage occurs to the Chromebook. (2.1, 2.2, 4.1)	
	I will not install or use file-sharing programs to download music, video or other media. (3.3)	
	I will not duplicate or distribute copyrighted materials other than a backup copy of those items I legally own. (3.5)	
	I will keep the Chromebook lid fully closed whenever it is moved from one point to another. (4.2)	
	I will read and follow general maintenance alerts from school technology personnel. (4.2)	
	I agree to promptly report any problems to the building principal immediately. (4.3)	
	I agree to allow teachers or activity sponsors and students under the teacher's or activity sponsor's supervision to record me in my Involvement in classroom or school activities for the purpose of improving and publicizing Benton School District curricular and extracurricular programs according to school board policy. (6.0)	
	Users understand that information stored and transmitted either synchronously (real-time or streaming) or asynchronously (delayed, e.g. email messages, message boards, etc.) including but not limited to; documents, video, pictures, chat logs, social networks, Web 2.0 tools (e.g. blogs, wikis, etc.) and music on the district's web servers, networking system, Chromebook devices or stationary Chromebooks are not considered private at any time and are subject to monitoring by school officials. (1.1, 3.1, 6.1, 7.6)	
	I will comply with the rules and regulations related to internet and Chromebook safety and understand my Chromebook privileges may be revoked temporarily or permanently for inappropriate student conduct occurring on or off school property at any time. (7.5)	
	I will keep my Chromebook fully charged at home before bringing it to school each day. (4.8)	
	I will not attempt to clean the Chromebook screen or keys on my own without guidance from the technology coordinator or building principal. (4.6)	

I understand the Benton School District will comply with the Federal Trade Commission's Children's Online Privacy Protection Act for students under the age of 13.

RULE SUMMARY: COPPA imposes certain requirements on operators of websites or online services directed to children under 13 years of age, and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age.

The Student and their parent/guardian must indicate on the Student Chromebook Acknowledgement Form if they wish to prohibit the direct use of video, pictures, or chat logs for school news and professional development of teachers and staff.

**Please sign below for agreement to participate in the 1:1 Chromebook program (24/7 use during the school year).**

Student Name (printed clearly) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Name (printed clearly) \_\_\_\_\_

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

Date \_\_\_\_\_

**This completed and signed form is a mandatory requirement for the assigning and issuing of a Benton School District Chromebook. It must be filed prior to the issuing and assigning of a Chromebook. Students will not receive their Chromebooks until the Principal, Library Media Specialist, or other designee of the principal receives a signed form. If the individual chooses not to participate in the 1:1 Chromebook program the student is still required to abide by the listed expectations on the Chromebook User Agreement while on school campus and using school issued equipment.**

**Chromebook Asset Tag Number:**