

CHROMEBOOK CARE AGREEMENT & TECHNOLOGY EQUIPMENT FINANCIAL AGREEMENT ESSEX HIGH SCHOOL

This form must be completed and returned to EHS Main Office in order to pick up your computer at the Helpdesk

Introduction: Computers are a vital tool for student learning in high school, EHS provides chromebooks to support academic work both in school and at home. EHS uses an online learning environment (Google and other resources) through which students will access assignments, activities, resources and some textbooks necessary to complete their school work. Just as we issue textbooks to all of our students, we will issue chromebooks to all students who spend the majority of their day at EHS. We recognize that in addition to the benefits of technology access there are challenges, and encourage parents to be involved in setting expectations for how school-provided technology is used at home. It is expected that students will have chromebooks with them and charged during academic classes, and students can take their chromebooks home at any time to complete assignments, except for summer vacation. It is expected that chromebook charging will occur at home to prepare for the following day.

Acceptable Use Policy & Procedures: All EHS policies and procedures will be in effect when school chromebooks are used, both on and off campus. School chromebooks and school accounts may be checked at any time by school staff to assure compliance with the school's policies and procedures. Our Acceptable Use Guidelines of Computers and the Internet for Students is available online at the Board Policies page at <https://www.ewsd.org/policies>.

Software: The technology used at EHS is 100% web-based, so no software installation is necessary, and installation of Windows or Mac-based software is not possible on school Chromebooks. Recommendations for web-based tools and services for school work are provided to teachers and students by our Tech Integration Specialist and Tech Services team. Although there are no restrictions, students are advised to be cautious with Chrome Apps and Extensions as many have emerged that interfere with Chrome functionality and/or behave like malware.

Battery Charging: The chromebooks have sufficient charge to last all day when used properly. The chromebooks come with a power adapter. It is our recommendation that chromebooks are charged nightly at home so that "plugging in" during the school day can be avoided. The student needs to have a charged chromebook each day for school.

Signatures: Each parent will sign the care agreement annually prior to the chromebook being assigned to the student. Students will sign a usage agreement when they pick up the laptop and before taking the laptop out of the building.

Filtering: School networks are filtered for inappropriate content as required by law, but filtering will NOT be present when chromebooks are taken off campus. For parents wishing to filter Internet use at home we recommend a free service available at [Open DNS - Family Shield](#). Our [Tech Safety website](#) includes a number of resources to help parents navigate the challenges of technology access for teenagers.

Miscellaneous:

- Inappropriate use of chromebooks will be dealt with through standard disciplinary practices. Removal of a student's laptop will only occur at the decision of the school administration.
- Using or attempting to use sites that bypass the school filtering is against district policies and will be dealt with through standard disciplinary practices.
- Students must never attempt to tamper with, physically disassemble or service their laptop. All issues must be reported to the EWSD Helpdesk, located across from the courtyard at EHS.

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- Chromebooks should not be loaned to or used by any person, including family members, other than the assigned student.
- Students are responsible for securing chromebooks when not in use.
- Labeling: All equipment is labeled with student initials and EHS barcode information and labels should not be removed or covered by personal stickers.
- Chromebooks should not be left in the car for extended periods of time. This applies during both hot and cold weather. Aside from temperature concerns, a chromebook is an easy target for theft.
- Students who do not take chromebooks home have the option of storing them in their lockers, but they will need to be charged and ready for the following day. The library will have charging stations, but the preferred option is to charge devices at home overnight.
- EWSD may be required to use geolocation services to locate a device off campus. Signing this agreement means that you agree to allow us to find this chromebook off campus using geolocation.
- Chromebooks will be turned in before the end of the school year. Chromebook serial numbers are kept on record and students will be reissued **the same** chromebook when they return in the fall. Students will work with the same chromebook during their complete career at EHS.

Technology Equipment Financial Agreement

If the equipment is not returned or is returned damaged, borrowers will be financially responsible for repairs or replacement. Costs associated with damage/loss include: \$25.00 first time repair fee, loss of charger, \$25.00. Second instance and beyond will be parts and labor up to \$250 - which is the replacement cost of the device in the event of damage, loss, or theft.

***** Please Do Not Tear Off This Portion *****

☐ **I have read and understand the Chromebook Care Agreement and the Technology Equipment Financial Agreement**

Student name (please print) _____

Year of Graduation _____

Parent or guardian name: Please Print _____

(Signature)

Approved 7/23/19 R. Reardon Principal