

Parent and Students please review this document.



Almont Community Schools 2021-2022 Chromebook Insurance Policy & Acceptable Use Policy.

Almont Community Schools will cover the cost of the yearly insurance option for during the 2021-2022 school year. **This insurance does not provide coverage for intentional damage, damage due to neglect or damage caused by liquids.** Manufacturer defect or manufacturer part failure will be replaced by the district at no cost to the family.

The replacement cost of the Dell 3100 (HS) Chromebook is approximately \$225.00 and includes the device and power adapter. The replacement cost of the Dell 3100 2-in-1 (MS) Chromebook is approximately \$262.00 and includes the device and power adapter.

The Chromebook must remain in the district provided case when being transported between classes and to and from school. Failure to do so will nullify any insurance coverage on the device.

2021 - 2022 School Year (August - June)

- Almont Community Schools will cover the Chromebook insurance cost for the 2020-2021 school year.
- Incidents:
 - Almont Schools will cover the first accidental damage incident without cost to the student/family
 - Additional accidental damage incidents will be charged to the student/family

It is the parent/guardian responsibility to cover the cost of district-issued Chromebook accessories in the event of theft, loss or damage due to intentional or unintentional abuse or misuse. Cost for accessory replacement includes, but is not limited to:

- Power cord \$30.00
- Chromebook case \$12.00

Almont Community Schools Chromebook Agreement

One Dell Chromebook, charger and case are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

- ✓ This equipment is, and at all times remains, the Property of Almont Community Schools and is herewith lent to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the Chromebook or any Applications or Extensions may result in the student losing their right to use the Chromebook. The equipment will be returned when requested by Almont Community Schools, or if the student withdraws from Almont Community Schools prior to the end of the school year.
- ✓ The District Property may be used by the Student only for noncommercial purposes, in accordance with the District's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

- ✓ Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement. Students may only install Apps or Extensions that are available in the official Chrome Store. No alternative App Stores are allowed. Students may not change the date and /or time on their Chromebooks.
- ✓ One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account or to lend their Chromebook to others.
- ✓ The student may not make any attempt to add, delete access, or modify other user's accounts on the Chromebook or on any school owned computer.
- ✓ The Chromebook does have identification (asset tag) on it indicating that it is the property of Almont Community Schools. This identification should not be altered, removed, or modified in any way. Doing so will result in a replacement fee being charged to the student.
- ✓ The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition.
- ✓ Care must be exercised when plugging and unplugging accessories from the USB, charging or HDMI ports. Student issued device accessories are the responsibility of the student.
- ✓ Almont Community Schools makes no guarantee, written or implied, that materials on this device, including student work, will be safe from deletion or corruption, accidental or otherwise. Saving files to Google Drive is recommended.

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device:

- I will supervise my child's use of the Chromebook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home.
- I will supervise my child's use of the Internet and email.
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school, any problems with the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly.
- I will make sure my child brings the Chromebook to school every day.
- I understand that if my child comes to school without the Chromebook, I may be called to bring it to school.
- I agree to return the Chromebook to school when requested and upon my child's withdrawal from Almont Community Schools.
- In the event of loss or theft, I will notify school personnel within 24 hours. The school district will treat a lost Chromebook as stolen and will support the authorities in tracking the device, if possible.

Student Responsibilities

Your Chromebook is an important learning tool and is to be used for educational purposes only. In order to take your Chromebook home each day, you must be willing to accept the following responsibilities:

- ✓ When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the policies of Almont Community Schools, including the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state, and federal laws.
- ✓ I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- ✓ I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- ✓ I will not use my Chromebook with personal email accounts other than those assigned by school.
- ✓ I will not remove district installed programs, apps, extensions or profiles or files from the Chromebook.
- ✓ I will honor my family's values when using the Chromebook, and I will not give personal information when using the Chromebook.
- ✓ I will bring the Chromebook to school every day and will recharge my Chromebook each night.
- ✓ I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication. I will not mass email others.
- ✓ I will keep all accounts and passwords assigned to me secure, and will not share these with any other students. I will not change my district issued password.
- ✓ I will not attempt to repair the Chromebook.
- ✓ I will return the Chromebook when requested and upon my withdrawal from Almont Community Schools.
- ✓ I will keep the Chromebook in its protective case while transporting between classes, home to school, etc... I understand that failure to transport the Chromebook in its protective case will void my insurance.
- ✓ I will not alter the Chromebook operating system in any way, including changing the date and/or time on the Chromebook. I will not access any Apps or extensions other than those available at the official Chrome Store.
- ✓ I will not deface, write on, or intentionally damage my Chromebook.
- ✓ I will not place anything on top of my Chromebook.
- ✓ I will secure my Chromebook at all times. If I am storing my Chromebook in a locker, the locker will be locked.

Almont Community Schools: Technology Acceptable Use Agreement

The purpose of the Almont Community School District's Technology, Computer and Network Acceptable Use Agreement is to help learners use technology in school and at home to facilitate learning on a 24/7 basis.

To access and use District Technology Resources (see definition in Bylaw 0100), including a school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return this form. Students eighteen (18) and over may sign their own forms.

Use of District Technology Resources is a privilege, not a right. The Board of Education's Technology Resources, including its computer network, Internet connection and online educational services/apps, are provided for educational purposes only. Unauthorized and inappropriate use will result in loss of this privilege and/or other disciplinary action.

The Board has implemented technology protection measures that protect against (e.g., block/filter) Internet access to visual displays/depictions/materials that are obscene, constitute child pornography, or are harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication, and/or services on the Internet that the Board has not authorized for educational purposes and/or that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Students using District Technology Resources are personally responsible and liable, both civilly and criminally, for unauthorized or inappropriate use of the Resources.

The Board has the right, at any time, to access, monitor, review and inspect any directories, files and/or messages residing on or sent using District Technology Resources. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of District Technology Resources.

You have no expectation of privacy when using the District's Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, school issued and personal email and voicemail communications, computer files, databases, applications, web logs, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

I acknowledge that I am responsible for my actions on my device and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the district. I understand that failure to do so could result in a loss of technological privileges.

I will not share my password or account with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else.

I will not engage in illegal activities on the network, computer and technological devices (i.e. plagiarism, bullying, harassment, tampering with hardware, software or documents; vandalism; unauthorized entry or destruction of files; or deliberate introduction of computer viruses).

I will obey procedural safeguards to maintain the performance of the network, computer and technological devices.

I will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a ACS staff member.

I will not share, make, or post online personally identifying information about any members of the ACS community without permission (likenesses, addresses, phone numbers, email addresses, photos, videos, etc.).

I will access only those resources that are appropriate for school and those District network resources for which I have specific authorization.

I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.

I will not install software on the network, computer or technological devices without permission of the system administrators.

I will not attempt to bypass the security features/filters that are in place for Internet usage, or district server/network usage.

Staff and students who are issued school owned devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, intentional damage and/or destruction, negligence or loss as determined by school administration will be the responsibility of the staff member or student.

I accept full responsibility for supervision when my child is using his/her school issued device at home or in other non-school settings. I understand that there may be fees or costs incurred which are not covered by the warranty due to abuse, negligence, loss or multiple incidences of misuse of the device by my child.

I will not misuse my district created email account by sending mass or chain email messages, or any inappropriate language or content.

The use of video conferencing requires all students and staff to adhere to the rules contained in our district Acceptable Use Policy. Foremost of these policies is the expectation that all parties will participate in this learning experience in a respectful manner while ensuring that all parties will be respectful of the rights to privacy for all participants of this video activity.

The unauthorized recording of another student or staff member's voice or image without their consent, is a violation of the Acceptable Use Policy and may also be subject to disciplinary action from school administration while possibly resulting in a formal report being filed with the Almont Police Department. The dissemination of any unauthorized recordings from this remote learning experience is also seen as a violation of the Acceptable Use Policy and subject to a possible disciplinary response and/or a formal report being filed with the Almont Police. Therefore, all participants in this remote learning experience and its use of video, agree that they will not save, record, share or post this video session or any photos or audio recording from this video session. Lastly, the rules of the classroom and school building apply to all remote learning experiences.

Violation of this Acceptable Use Agreement may result in:

*-Loss of school provided technology and network privileges -ACS sanctions as prescribed by the student handbook
-Monetary reimbursement to ACS or other appropriate sources -Prosecution under applicable civil or criminal laws. -Other as determined by the ACS administration.*

Google Apps for Education Parent Permission Form

Under FERPA (Family Educational Rights and Privacy Act of 1974) and corresponding Michigan law, a student's education records are protected from disclosure to third parties. With regards to COPPA (Children's Online Privacy Protection Act of 1998), I understand that my student's education records (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment.

This does not include any student demographic or grade information stored in our Student Information system. I also understand that my student's use of Google Apps for Education is governed by the Almont School District Student Technology Acceptable Use Agreement.