

Agreement for Student Use of the Chromebook

The goal of the River Oak Charter School Chromebook loan program is to provide a tool to enhance students' learning and ability to complete school assignments while working independently from home.

1. Receiving the Chromebook

- This River Oak Charter School Chromebook Agreement must be signed by the student and parent or guardian before a Chromebook will be issued to the student.
- Students will receive the Chromebooks to use at home for the duration of the school closure only.
- All Chromebooks remain the property of the River Oak Charter School.

2. Returning the Chromebook

- At the end of the school term, students must turn in the Chromebook, case, and charging cords in good working order. Failure to turn in a Chromebook will result in the student and parents/guardians being charged the full \$375.00 equipment replacement cost. Depending on the circumstances, the School may also file a report of stolen property with the local law enforcement agency.
- If something happens to a student's Chromebook, student and/or their parent/guardian must inform the school right away.
- If the Chromebook is stolen, the family must file a report of stolen property with the police department and promptly inform the school.
- If the Chromebook is misplaced, the student and parent/guardian have one week to find it before they are required to pay the full \$525.00 equipment replacement cost.

3. Taking Care of the 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 returned to the school as soon as possible. School-owned Chromebooks must never be taken to an outside computer service for any type of repair or maintenance. Students must secure the Chromebooks at all times to avoid loss or theft.

a. General Precaution

- No food or drink should be placed next to Chromebooks. The devices are sensitive to liquids and must not be used at or near a pool, bathtub etc.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- No objects should ever be placed on top of Chromebooks.

b. Carrying Chromebooks

- Always transport Chromebooks with care.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.
- Always keep the charger with the Chromebook.

c. Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth.

d. Asset Tags

- All Chromebooks will be labeled with a printed computer number and serial number and checked out to the student.
- Students and parents/guardians may be charged up to the full replacement cost of a Chromebook for tampering with the serial number.

4. Use of the Chromebook

a. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google Apps for Education account.
- Only River Oak students and staff can log into school Chromebooks.
- Students should never share their account passwords with others, unless requested by an administrator.
- Sharing account information may result in disciplinary action.

5. Using the Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school for educational purposes. The Chromebooks are for student use only; they must not be loaned to friends - loaning a Chromebook to another student or friend may result in disciplinary action. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications, such as Google Docs, can be used while not connected to the Internet.

a. Backgrounds, Avatars and Themes

- Inappropriate media may not be used as Chromebook backgrounds, avatars or themes. The presence of such media may result in disciplinary action.

6. Operating Systems and Security

Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS that is supported and managed by the school.

a. Updates

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.

b. Virus Protection

- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
- There is no need for additional virus protection.

7. Content Filter

The District utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have all Internet activity protected and monitored by the district. If a website is blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers or the office staff to request the site be unblocked. In no event may the user of a Chromebook use the device to access material contrary to the District’s acceptable use policy.

8. Software

a. Google Apps for Education

- Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

b. Chrome Web Apps and Extensions

- Students are allowed to install education-related appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

9. Chromebook Identification

a. Records

- The District will maintain a log of all Chromebooks that includes the Chromebook serial number, asset tag code, and name of the student assigned to the device.

10. Estimated Costs (subject to change) (insurance available, see page 4)

The following are estimated costs of Chromebook parts and replacements:

- Complete replacement of the device \$375.00
- Screen \$45.25
- Keyboard / Touchpad \$52.00
- Hinge: \$15.00
- Missing Keys \$20.00
- Power cord \$25.00
- Case \$15.00

11. No Expectation of Privacy

Students who use this device have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for District related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks at any time for any reason related to the operation of the District. By using a District-issued Chromebook, students agree to such access, monitoring, and recording of their use. Inappropriate use of a Chromebook will result in disciplinary action.

12. Appropriate Use and Digital Citizenship

District-issued Chromebooks are provided for educational purposes only, and students agree to adhere to the ROCS Acceptable Use Policy for District Computer Systems and Parent Appropriate Use Policy at all times.

13. Agreement

Students are prohibited from taking photos, screenshots, or filming any portion of a Zoom lesson.

I authorize my child to participate in school-sponsored live Zoom meetings for the purpose of instructional content and community building.

I understand that all live Zoom meetings are to be treated as a classroom setting. Students are expected to follow all schoolwide behavior policies.

Zoom meetings may be recorded for instructional purposes. If recorded, they will only be shared by the teacher through an instructional platform (i.e. SeeSaw or Google Classroom) and accessible only to students within the "@riveroakcharterschool.org" domain.

Please read carefully:

By accepting a Chromebook and its accessories you confirm that have read and agree to this Agreement. The agreement applies to the use of any River Oak Charter School devices used on and off the River Oak campus. Students and parents will be liable for the cost of replacement or repair for damaged or lost equipment that is checked out to the student, including Chromebooks.

As a River Oak student, I will follow the Chromebook Code:

- Maintain good digital citizenship
- Be in the apps/webpages approved by the teacher
- Keep food/liquids off the desk, keep the keyboard clear of objects
- Protect my Chromebook