



Mountain Iron-Buhl ISD #712
Chromebook User Agreement & Responsibility Contract
2018-2019

Description

Students participating in the Mountain Iron-Buhl School Google Chromebook take-home program will be issued a school owned Chromebook. The requirements to receive a Chromebook include returning this agreement and contract.

**Your student will be issued a Dell Chromebook 11
(model #3180, Intel Celeron N2840, 4GB Memory, 16GB Storage, 2.48 GHz 11.6")**

Expectations for Responsibility and Internet Safety

Students are held to the highest standards of ethics, responsibility, and etiquette in their general internet use and communication and collaboration with others. In addition to the policies outlined in this contract below, all MIB policies must be followed along with any specific class rules. Students and parents/guardians will be held responsible for any violations that occur.

In addition, Mountain Iron-Buhl holds students to the highest standards for the care, use, and handling of MIB owned equipment. Parents will be responsible for lost, damaged, or misused equipment.

Mountain Iron-Buhl is committed to fostering Internet safety. While using your school issued Chromebook, we offer appropriate content filtering on campus. We will also offer information and assistance to families to ensure that Internet safety for students continues at home. On our Mountain Iron-Buhl campus, you will be connected to the school's local network. Any attempts to defeat or bypass the school network or to modify the Chrome operating system may result in Mountain Iron-Buhl administrative disciplinary action. Periodic checks of computer/internet history will happen remotely via security software.

Third Party Applications

As the laptop that you are using is the property of the Mountain Iron-Buhl School District, **downloading third party applications is not permitted**. It is the responsibility of the parent to vigilantly monitor a student's online activity. Evidence of unauthorized downloading of applications may result in a recall of the laptop by the school. The Mountain Iron-Buhl School District is absolved of all responsibility as it relates to student use/purchase of any and all third-party applications that are a result of unauthorized downloading. If the use of a third-party application becomes necessary for a class assignment, that application will be downloaded for the student by Mountain Iron-Buhl's Technology Department.

Chromebook Charging

Chromebooks need to be charged and ready to go for school every day. Students are responsible for having a sufficient charge to complete the required assignments at school and home. Students and parents should be aware of battery percentages and be sure to use battery saving measures when appropriate.

Guidelines for caring for your laptop

Students are responsible for the Chromebook they have been issued. If it is damaged or in need of repair, it must be reported immediately to a teacher or staff member. If possible (funding is limited), the student will be

issued a replacement while theirs is being repaired. Parents will be notified of the damage and any associated cost (if needed) as soon as possible. Parents/Guardians are responsible for any costs associated with damage, repair, or loss of the device, case, and/or charger.

Securing your Chromebook

Never leave your Chromebook unattended or unsecured while on or off campus. Teachers will secure Chromebooks during the school day if they are asked to and if they are taking students off campus. Each Chromebook has several identifying labels. Under no circumstances are you to take off, modify, or destroy these labels. This will be considered property damage and appropriate consequences will follow.

Using your Chromebook

Chromebooks should only be used in settings that are appropriate for acceptable use.

For prolonged periods of inactivity, you should shut it down completely before closing the lid. This will help to conserve the life and charge of the battery. Dimming the LCD brightness of your screen will also extend the battery run time.

Always close the lid before moving and/or transporting your Chromebook, taking care not to close the lid on objects inside the laptop. Please be aware that overloading or overstuffing your case will damage the Chromebook. Textbooks, notebooks, binders, or other school supplies should **NOT** be in the same section of the Chromebook carrier/bag. Take precaution when placing the case on a flat surface. Never sit or place any object on your Chromebook.

When using the Chromebook keep it on a flat, solid surface, so that air can circulate. For example, using a Chromebook while it is directly on a bed or carpet can cause damage due to overheating. Do **NOT** utilize it on your lap.

Liquids, food, and other debris can damage your Chromebook and/or attract unwanted insects. Avoid eating or drinking while using your Chromebook. **DO NOT** keep food, food wrappers, or drinks in your Chromebook carrier/bag.

Take extreme caution with the screen. The screens are very susceptible to damage from excessive pressure or weight. In particular, avoid picking up your Chromebook by the screen or using excessive force when typing. The Chromebooks do not have a touch screen. Please refrain from touching the LCD screen with your fingers or other objects.

Do **NOT EVER** remove the protective case provided with your Chromebook. Also, never attempt to repair or reconfigure the Chromebook. Under no circumstances are you to attempt to open or tamper with the internal components of the Chromebook, nor should you remove any screws. Doing any of these things will render the warranty null and void and you will have to pay full price for any repairs or replacement.

Take care when inserting cords, cables, and other removable storage devices to avoid damage to the Chromebook ports.

Do not expose your Chromebook to extreme temperatures, direct sunlight, or ultraviolet light for extended periods of time. Extreme heat or cold may cause damage.

Do not write, draw, paint or place any stickers/labels on your Chromebook. Remember that your Chromebook is ultimately Mountain Iron-Buhl's property.

Cleaning your laptop

Cleaning and maintenance of all Chromebooks will be done by the Mountain Iron-Buhl Technology Department. Do not attempt to erase your hard drive. However, students are encouraged and will be taught how, to perform simple cleaning procedures as outlined below. Students are encouraged to wash hands frequently when using their Chromebooks to avoid buildup on the touch pad. Grease and dirt can cause the cursor to jump around on the screen.

Simple Cleaning Techniques:

1. Clean the screen with soft, lightly dampened, lint free cloth or use anti-static screen cleaners or wipes. Microfiber cloths work the best for the screens.
 - a. ***NEVER use liquids** on the laptop screen or keyboard (e.g., Windex or other harmful sprays).
2. Clean the touch pad with lightly dampened cloth.

***Note:** Always disconnect the laptop from the power outlet before cleaning.

Students and parents are responsible for notifying the school of loss or damage to the computers within one (1) school day of the incident. At the end of the school year, students need to turn in their computers and chargers in clean and good working order.

I understand that this Chromebook is being provided to me by the Mountain Iron-Buhl School District #712 as an educational tool, and I am the only authorized user. Accordingly, I understand that my Chromebook should be used **ONLY** for educationally appropriate activities.

I understand that the school will not provide me with another Chromebook or laptop if I forget to bring my issued Chromebook to school. If I should forget my Chromebook, if it is taken away by a MIB staff member for inappropriate use, or if it is inoperable, I understand that it **DOES NOT** excuse me from completing any assignments or projects.

Additionally, I understand that I am to abide by the rules of network etiquette and not engage in:

- sending or displaying offensive messages or pictures
- using obscene language
- utilizing my Chromebook to harass, insult, or attack others
- damaging computers, computer systems, software, or computer networks
- violating copyright laws
- using another's ID/password
- illegal use of data in folders or work files
- employing the school network for commercial purposes

We acknowledge that we have read, understand and will abide by *Mountain Iron-Buhl's Chromebook User Agreement & Responsibility Contract*. We understand that violating this agreement and contract could result in disciplinary action and/or temporary **and/or** permanent repossession of my school issued Chromebook.

Student Full Name	Grade	Date	Student Signature
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Parent/Guardian Name	Date	Parent/Guardian Signature
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