

## **Highland CSD**

### **Parent and Student Home Use Agreement: Chromebook**

#### **Goal: Expand Digital Learning Opportunities**

The goal is to improve student achievement by personalizing learning and increasing students' ownership of their learning. Students in grades 6--12 will receive a Chromebook for their use at school and home. This document outlines an agreement between Highland CSD, parents, and students for the care and instructional use of the Chromebook.

#### **Educational Resources on the Chromebook**

The Chromebook is managed by Google Apps for Education. Along with a login for the device, Google Apps provides online tools for writing, calculating, presenting, drawing and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection.

#### **Accessing the Internet at Home**

The Chromebook is a web based device. While some documents created at school may be edited offline at home, Internet access is important for full functionality. If wireless internet is not available at home, various locations in the community provide free wireless Internet. .

#### **Care and Maintenance**

Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Here are a few recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook.
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook to anyone.
- Report any damage to your teacher or school media center immediately.

#### **Responsible Use**

Digital citizenship is an essential 21st century skill. During the school year, your teachers will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored.

#### **Here are a few tips:**

- Use Internet devices in a central location at home, rather than behind closed doors..
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying----encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone--including future education admissions offices and employers.
- Only registered users in Highland CSD will be able to login to the Chromebook, and usage may be monitored.

## **Parent and Student Use Agreement: Chromebook**

Student Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Grade: \_\_\_\_\_

### **Highland CSD agrees to:**

- Provide a Chromebook for each Secondary student.
- Provide filtered Internet access on the Chromebook while at school.
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

### **The Student agrees to:**

- Take good care of the Chromebook in all locations.
- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes only.
- Report any damage or loss, whatever the cause, to school staff as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Use Guidelines outlined in school board policy number [605.6R](#).
- Return the Chromebook, Accessories and Case to Highland at the end of each school year.  
Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.

### **Parents/Guardians agree to:**

- Ensure your student understands appropriate care of Chromebook in all locations.
- Review the [Academic Digital Citizenship](#) slideshow with your student.
- Review responsible [Digital Citizenship](#) with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate law enforcement agency department.
- Be financially responsible for any damage or loss of the Chromebook, charger, or bag

**Reviewed: February 13, 2023**