

Hollis 328 Chromebook/iPad Agreement

The Hollis District #328 is supplying students with a Chromebook device. Kindergarten students will be supplied an iPad. This device is property of the Hollis #328 School District. The purpose of the supplied instructional device is to provide each student with access to required educational materials needed to be successful. The Chromebook allows students access to Google Apps for Education and web based educational tools. The supplied device is an educational tool and is not intended for gaming or social networking.

1. Receiving Your Chromebook/iPad

Chromebooks and iPads will be distributed within the first few days or weeks of school, depending on the student's grade and arrival of all newly ordered devices. Parents/Guardians and students must have completed and submitted the Hollis Chromebook Agreement before the Chromebook/iPad can be issued to a student. This Chromebook/iPad Agreement outlines the procedures for families to protect the Chromebook/iPad investment for Hollis School. Chromebooks and iPads will be collected at the end of each school year and students will retain their original Chromebook/iPad each year.

2. Returning Your Chromebook

Chromebooks/iPads will be returned at the end of the school year.

3. Taking Care of Your Chromebook/iPad

Students are responsible for the general care of the Chromebook/iPad they have been issued by the school. Chromebooks/iPads that are broken or fail to work properly must be turned into the appropriate school office to be serviced by technology support.

DO NOT TAKE DISTRICT OWNED CHROMEBOOKS/IPAD TO AN OUTSIDE COMPUTER SERVICE OR ATTEMPT TO PERSONALLY SERVICE FOR ANY TYPE OF REPAIRS OR MAINTENANCE.

3a. General Precautions

1. No food or drink is allowed next to your Chromebook/iPad while it is in use.
2. Cords, cables and removable storage devices must be inserted carefully into the Chromebook/iPad.
3. Never transport your Chromebook/iPad with the power cord and/or headphones or earbuds plugged in. Never store your Chromebook/iPad in the carry case or your backpack while it is plugged in.
4. Students should never carry their Chromebook while the screen is open.
5. Chromebooks/iPads must remain free of any writing, drawing or stickers. An identification tag with a number will be provided by the school.

6. Vents CANNOT be covered.
7. Chromebooks/iPads must have a Hollis or School tag on them at all times. This tag must not be removed or altered in any way. Removal will result in disciplinary action.
8. Chromebooks/iPads should never be left in a car or any unsupervised area.
9. Students must use the provided case.

3b. Screen Care

The Chromebook/iPad screens can be easily damaged. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean or put pressure on the top of the Chromebook when it is closed.
2. Do not store the Chromebook with the screen in the open position.
3. Do not place anything near the Chromebook/iPad that could put pressure on the screen.
4. Do not place anything in the carrying case or a backpack that will press against the cover.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paperclips, etc...).
7. Clean the screen with a soft, dry microfiber cloth or wipes specifically made for electronics.

4. Using Your Chromebook/iPad at School

4a. Chromebooks/iPad left at home

Repeat violations of this policy will result in disciplinary action.

4b. Chromebooks under repair:

1. Every attempt will be made to provide a loaner device when Chromebooks/iPad are left for repair.
2. Students using loaner Chromebooks/Ipads will be responsible for any damages incurred while in possession of the loaner device.

4c. Charging your Chromebook/iPads

1. Chromebooks/iPad must be brought to school each day fully charged.
2. Students need to charge their Chromebooks/iPad each evening.
3. Repeat violations of this requirement will result in disciplinary action.

4d. Backgrounds and Password

1. Inappropriate media may not be used as a screensaver or background.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
3. Take care to protect your password. Do not share your password.

5. Acceptable Use of the Chromebook

ACCEPTABLE USE GUIDELINES FOR INTERNET, ELECTRONIC MEDIA AND COMMUNICATION APPLY TO ALL HOLLIS #328 DEVICES, INCLUDING INDIVIDUALLY ISSUED STUDENT CHROMEBOOKS. THESE GUIDELINES SHOULD BE ADHERED TO BY ALL STUDENTS, FACULTY, STAFF AND ADMINISTRATION. HOLLIS #328 SCHOOL DISTRICT USES GO GUARDIAN FOR CHROMEBOOK MONITORING. GO GUARDIAN IS ABLE TO OFFER ITS COMPLETE CHROMEBOOK FILTERING AND MONITORING SOFTWARE WHERE EVER THE DEVICE MAY BE.
PLEASE NOTE THAT STUDENT ACTIVITY IS NOT PRIVATE.

5a. General Guidelines

1. Chromebooks/iPads are in compliance with the Children's Internet Protection Act (CIPA).
2. Chromebooks/iPads and/or District owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to pornography, alcoholic products, illegal drugs, tobacco products and/or any product in which a person must be a required minimum age to view and/or purchase.
 - a. The displaying of any kind of sexually explicit image or document on any Hollis system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or device.
3. Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of Hollis School.
 - a. Hollis reserves the right to block objectionable or inappropriate sites.
4. Students are responsible for their ethical and educational use of the technology resources of Hollis School.
5. Access to the Hollis #328 School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
6. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and viruses.
7. No employee or student may use Hollis technology resources to download or distribute pirated software or data.

5b. Legal Property

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
2. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.

3. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable local, state or federal law will result in criminal prosecution or disciplinary action by the District.
4. **CYBERBULLYING WILL NOT BE TOLERATED.** Please report any cyber bullying activity to the school administration immediately.

5c. Email and Electronic Communication

1. Always use appropriate and proper language in your communication.
2. Do not transmit language/material that may be considered profane, obscene, abusive or offensive to others.
3. Email and communications sent/received should be related to educational needs.
4. Email and communications are subject to inspection by the school at any time.

5d. Consequences

1. The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its inappropriate use.
2. Non compliance with the guidelines established in the document will result in disciplinary action.
3. Hollis cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws.

6. Repairing/Replacing Your Chromebook

6a. If a student's Chromebook/iPad is lost or stolen, the student will be charged \$260 for replacement costs.

6b. Students will only be charged for repairs that are directly the fault of the student. This includes misuse, improper handling or storage, drops and falls, water damage, etc...

2021-2022 Chromebook/iPad Repair/Maintenance Costs

Charger	\$25
Screen	\$45
Key Replacement (per key)*	\$5
Keyboard/Touchpad	\$60
Camera	\$20
Case	\$10
Total Replacement	\$260

*Keys can be replaced as long as the internal brackets are intact. If brackets are not intact, the entire bottom assembly must be replaced and charges are subject to change.

**Repairs not listed will be evaluated and priced by the administration and technology support staff.

Terms of agreement

In this agreement, “you” and “your” means the parent/guardian and the student enrolled in Hollis School District 328. The “equipment” includes an individual Chromebook or iPad, as well as a power cord/charger and carrying case.

TERMS	An individual Chromebook (2nd-8th grades) or iPad (K-1st grade) will be issued to your student. The device will be supplied with a carrying case and power cord/charger. You will comply with the school policy and procedures as explained in the student handbook regarding technology and usage at all times.
TITLE	Legal title to the equipment belongs to the district. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with the Agreement. Your possession of the equipment terminates on the collection date set by the school unless terminated earlier by the district or upon withdrawal from the district.
LOST, STOLEN, DAMAGED	You must report any lost, stolen or damaged equipment to the school immediately. For stolen equipment, you must also file a police report. If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you may be responsible for the cost or repair or replacement.
SANCTIONS FOR VIOLATIONS	Any activity that violates school and district technology policies and procedures should be reported to a school administrator. Disciplinary action, if any, for the student and other users shall be consistent with the district’s standards, policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to District 328 electronic resources, other school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.

- Yes, I understand the information in this agreement. I also confirm I have read, understand, and accept the terms of District 328 Access to Electronic Network Policies, and the appropriate school student handbook.