

Indian Lake Local Schools

1:1 Responsible Use Agreement



1:1 Mission Statement

A 1:1 technology program refers to the ratio of students per device. Therefore, in a 1:1 program, each student and staff member have access to their own device. Please note this does not mean all students will have access to take their device home. Only grades 5-12 have the option to take their device off campus. Devices in grades K-4 will remain on campus except in anticipation for a need due to a calamity day. This device may be a Chromebook, laptop, or tablet. Having a digital device in the hands of all students gives students access to highly engaging, interactive, and transformational learning. Through the effective use of these digital devices, students will participate in more 21st Century geared classroom interactions and learning opportunities which are even more personalized, individualized, and differentiated. As students interact with the content, they will be in the role of producers, evaluators, and interpreters of knowledge as teachers facilitate their students' collaboration and engage in authentic learning tasks. The enclosed guidelines and procedures are subject to periodic updates and revisions.

District Owned/Issued Chromebooks

- Chromebooks will be distributed at the beginning of each school year for grades 5-12. The device will be assigned to your student for the school year. Devices in grades K-4 will be kept by the classroom teacher.
- Parents/Guardians and students MUST sign BOTH this **Indian Lake Local School District 1:1 Responsible Use Agreement** and [the Student Technology Acceptable Use and Safety Policy](#), completed with initial fall online forms, before the Chromebook can be issued to any student. There will be no exceptions to this rule.
- Chromebooks will be collected at the end of each school year. In most cases, the same device assigned to your student will be returned to him/her at the start of the next year depending on the rotation of devices in grade levels.

Acceptable Use

- Access to Indian Lake Local Schools technology is a privilege, not a right. Each student and parent will be required to follow the guidelines in this policy and outlined in the [Student Network and Internet Acceptable Use and Safety Policy](#) as well as all other school policies.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but not limited to the following: confidential information, copyrighted material, threatening or obscene material, and malicious software.
- Any attempt to alter data, the configuration of a Chromebook, or the files of another user, without the consent of the individual, teacher, principal, or technology director, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, gang related symbols or pictures will result in disciplinary action.
- Students are responsible for the ethical and educational use of the technology. Please understand that it is impossible to define every instance of responsible and irresponsible use and, therefore, what constitutes "responsible use" will be at the discretion of the technology director and/or principals.

Privacy, Safety, & Legal Property

- Never share your password with anyone.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers or passwords to anyone, including online.
- Do not open, use, or change files that do not belong or have not been given permission.
- Remember that data storage and transmission, including email and online usage, are not private or confidential as all Chromebook equipment and school-provided accounts are the property of Indian Lake Local Schools, which reserves the right to inspect all data and the data transmissions of its students.
- As students will be using their Chromebooks within our building, they will access the internet using our Wi-fi, which is filtered for their safety. However, from time to time, inappropriate online sites, images and files, as well as email messages sent to you may get through. If you inadvertently access a website that contains obscene, offensive material, exit the site immediately. Please report any inappropriate content immediately to the classroom teacher.
- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal laws will result in criminal prosecution and disciplinary action.

Email and Electronic Communication

- Always use appropriate and proper language in your communication.
- Do not transmit language/material that may be considered profane, obscene, abusive, or offensive to others.
- Do not send mass emails, chain letters or SPAM.
- Email & communications are subject to inspection by the school at any time and should not be considered private.

Consequences

- The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its appropriate use. This means that if you let someone else use your Chromebook while you are logged into your account, you are responsible for their actions. To prevent this from happening, always logout of your Chromebook before stepping away from the device-even for just a minute.
- If you are responsible for causing harm to someone else's device, even if accidental, you will be held responsible for the cost of repairs.
- Non-compliance with the policies of this document or the [Student Network and Internet Acceptable Use and Safety Policy](#), will result in disciplinary action.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Ohio Open Records Act and, if a proper request is made, the appropriate authorities will be given access to your account.

Costs Associated with Chromebooks

- For grades K-4 there is no insurance/maintenance charge. The device will remain the property of Indian Lake Local Schools and will remain on school property at all times.
- For grades 5-12 there is an annual insurance/maintenance charge of \$30 per year that must be paid prior to taking the device home. Students are permitted to take home their Chromebook during the

school year per the guidelines below. The insurance/maintenance charge covers one time accidental damage and regular maintenance of the device. After one time damage of the device, costs will be assessed according to the repair structure below.

- The insurance charge does not cover a lost/stolen device or charging cable. The full amount of the device will be charged in this situation.
- All students in grades 5-12, even those that qualify for free or reduced lunch, must pay insurance/maintenance annually.
- In order to maintain continuity of instruction and keep safety a priority, students are not permitted to bring their own devices for regular instruction during the school day or connect to the district's network. Security of online content, access to applications and software pushed out to Indian Lake owned devices, service and maintenance, and device updates cannot be maintained on personal devices.

Repairing/Replacing Your Chromebook

- All district-owned Chromebooks must be repaired and maintained by Indian Lake Schools.
- The costs associated with repair are indicated below. Costs may be subject to change based on different models of Chromebooks.

First accidental incident is at no cost.	Touchpad	Protective Case	Power Cord	Broken Screen		Keyboard /Headphone Jack Repair	System Board	Lost/ Damaged Device
				Non-touch	Touch			
	\$25	\$30	\$25	\$30	\$200	\$60	\$100	\$250

- The district reserves the right to charge for the cost of repairs and/or an entire replacement cost at their discretion if negligence is determined on the handling of the device.
- If the device is stolen, parents/guardians and students are responsible for obtaining a police report.
- Indian Lake Local Schools will not return a repaired Chromebook to the student until the full repair cost is paid and students who do not pay in a timely manner will stop receiving a loaner Chromebook, which will remain in the school building.

Taking Care of Your Chromebook & General Precautions

- Students are responsible for the general care of the Chromebook and accessories assigned.
- Chromebooks that are broken, or fail to work properly, must be reported to a classroom teacher as soon as possible so that the issue can be taken care of accordingly.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook. Improper use or negligence that results in damage will be charged to the student.
- Never transport your Chromebook while the screen is open. They must be closed and secure while moving.
- **Chromebooks and protective cases are not to be altered in any way. This includes writing, drawing, or stickers. District labeling tags must not be removed or altered in any way. Doing so will result in disciplinary action.**
- Chromebooks may never be left in an unsupervised area.
 - Unsupervised areas include the school grounds and campus area, cafeteria, computer labs, athletic fields or courts, locker rooms, unlocked classrooms, hallways, etc.
 - Any Chromebook left in these areas is in danger of being stolen. If one is found, please notify a staff member immediately. The Chromebook will be confiscated and disciplinary action will be taken for leaving your Chromebook in an unsupervised location.
- Never have food or drink around your device.

- Chromebook screens are easily damaged. Therefore:
 - Do not lean or put pressure on the top of the Chromebook when it is not in use.
 - Do not store in the open position.
 - Place nothing on top of the Chromebook when the screen is closed.
 - Do not place anything in the bag that will press against the cover.
 - Do not place anything on the keyboard before closing the lid (i.e pens, pencils, headphones, USB, etc.)
 - Clean only with a soft, dry microfiber cloth.
- Students will only be able to login to their Chromebook using their Indian Lake School Google account.

Grades K-4

- In addition to the above guidelines, students will follow teacher guidelines for usage, care, and storage of the devices.
- In the event of the need for remote learning (EX. School closure due to pandemic), school officials may permit grades K-4 to bring devices home. If this occurs, all guidelines for grades 5-12 apply.

Grades 5-12

- Students are responsible for bringing their Chromebook to each class, unless advised to not do so by their teacher.
- If a student leaves his/her Chromebook at home, they will be allowed to phone their parent/guardian to bring it to school. If unable to contact parents/guardians, the student will have the opportunity to use a loaner Chromebook if one is available. Repeat violations of this policy will result in disciplinary action.
- Students are required to charge devices nightly and return it to school for use the next day. Repeat violations of this requirement will result in disciplinary action.
- Each Chromebook must be transported in the protective case and kept in the protective case AT ALL TIMES. **Nothing additional may be placed inside of the protective case other than the Chromebook and charging cord.**
- Chromebooks should be kept with students at all times, except for lunch when it will be stored in the assigned locked location.
- Chromebooks should never be stored in locations of extreme heat or cold - this includes motor vehicles during extreme temperatures.
- School district supplied Internet filtering will be provided for use with devices outside of school district buildings.

Returning the Chromebook (Grades 5-12)

- All district-owned Chromebooks and any accessory assigned by the school district (mouse, headphones, case, etc.) must be returned at the end of the school year.
- Students leaving the district must return district-owned Chromebooks and any accessory assigned by the school district to the classroom teacher before leaving.
- Any Chromebook and any accessory assigned by the school district not returned will be considered as stolen property and law enforcement agencies will be notified.
- Students may be selected at random to provide their Chromebook for inspection. The purpose will be to check for proper care and maintenance.

Technical Support

- Technical support will be available and handled through the [Technology Department at Indian Lake Local Schools](#) including:
 - Hardware maintenance and repairs
 - Operating system and software configuration and support; and user account support



Indian Lake Local School 1:1 Responsible Use Agreement

(Document is located on the Indian Lake Homepage, under the "Parents" tab)

As a student: I have read the [Indian Lake Local Schools 1:1 Responsible Use Agreement](#) and understand its terms. I understand that the Chromebook, use of the Internet and other district approved technologies are intended to further student learning and growth. I agree that I must adhere to using the Chromebook, internet, apps, and other hardware in an appropriate and responsible manner and that failure to adhere to the guidelines will result in disciplinary action and may involve financial expense and/or legal action.

Student Pledge:

1. I will take good care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to others.
4. I will charge my Chromebook daily.
5. I will not disassemble any part of my Chromebook or attempt any repairs.
6. I will use my Chromebook in ways that are appropriate and educational.
7. I will not place anything on my Chromebook or remove district labeling.
8. I understand that my Chromebook is subject to inspection at any time without notice.
9. I will follow all procedures outlined in our Student Network and Internet Safety Acceptable Use Policy.
10. I will transport my Chromebook in the school-issued protective case at all times, including every time I move in between classes.
11. I will not attempt to install software or alter the state of the device at any time.

As a parent/guardian of this student: I have read the [1:1 Responsible Use Agreement](#) and understand its terms. I understand that this program is designed for educational purposes. I also understand that the failure of my child/ward to adhere to the guidelines will result in disciplinary action and may involve financial expense and/or legal action.

- ☐ I understand that I will pay a \$30 yearly insurance charge since my student is in grades 5-12
- ☐ My student is in grades K-4 so I do not owe an insurance charge.

Student Name: _____

Student Signature: _____ Date: _____

Parent or Guardian's Name: _____

Parent or Guardian's Signature: _____ Date: _____