

**New Madrid County R-1 School District  
Parent/Student Chromebook Handbook and  
User Agreement 2015-16**



## Terms of the Chromebook Use

### **Terms:**

Please read and sign the New Madrid County R-1 School District's Parent/Student Chromebook Use Agreement. You must comply at all times with the New Madrid County R-1 School District's Parent/Student Chromebook Handbook and Student Acceptable Use Agreement (AUP) and all of its contents. Any failure to comply may end your rights of possession effective immediately and the district may repossess the property.

### **Title:**

Legal title to the property is with the district and shall at all times remain with the district. Your right of possession and use is limited to and conditioned upon your full compliance with this Agreement and the Parent/Student Chromebook Handbook.

### **Insurance:**

Insurance Protection against breakage, damages, loss and theft is available and highly recommended, but not mandatory. If you choose **not** to purchase insurance and the computer is damaged, lost or stolen, you are responsible for all repairs and/or replacement. Additional Insurance Forms are available through the Principal's Office and can also be found at [www.newmadridco.k12.mo.us](http://www.newmadridco.k12.mo.us), on the left hand side under Technology.

Insurance Protection cost per device is \$25.00 annually. A family will not have to pay more than \$75 per year for insurance. The insurance may be paid over a 5 month period. If a payment is missed or is not paid in the 5 months, the device is not insured and the student is responsible for the full cost of the repair. Insurance covers 1 claim of broken screens at no additional cost. After 1, the student will have to pay the full amount for the screen. One damaged charger is covered at no cost. A lost or stolen charger is not covered by insurance. In the event of major damage or loss, the deductible will be \$150 for the first incident. Any accident after that, the student will have to pay the actual cost of repair or replacement. Intentional damage done to a chromebook voids the insurance and the student owes the total cost of replacement. The approximate cost of the chromebook is \$350. Insurance is good for one school year and is not carried over from year to year.

### **Loss or Theft:**

- **Loss or theft of the property must be reported to the district by the next school day after the occurrence. Insurance will cover 50% and student is responsible for the remaining 50% of the replacement cost only with evidence of a filed police report as described below within 24 hours of the occurrence.**
- **In case of theft, vandalism, and other criminal acts, a police report must be filed by the student or parent within 24 hours of the occurrence. Incidents happening off campus must be reported to the local police or sheriff (depending on location of**

**incident) by the parent and a copy of the report must be brought to the school within ten school days.**

- If you choose not to purchase insurance and the computer is damaged, lost or stolen, the parent/guardian is financially responsible for all repair or replacement costs.

**Transfer Out Students:**

- If a transfer to another school takes place, you will have **48 hours** to return the computer (Chromebook, carrying case, and charger/power adapter) to the district. If not returned within 48 hours, property will be considered stolen and will be reported to the proper authorities. The district reserves the right to press any and all criminal charges in association with failure to return equipment.

**Graduates:**

- Seniors must clear ALL records and pay all fees before participating in graduation.

**Estimated Repair Pricing Resulting from Deliberate Damage or Neglect:**

All prices are based on the current cost the district must pay to replace damaged parts and are subject to change. The costs of any other parts needed for repairs will be based on manufacturer's current price list. The use of stickers, altering, or writing on carrying cases or computers is not allowed and will be charged for removal.

Item	Replacement Cost
Chromebook (includes device and management software)	\$350
Charger/Power Adapter	\$35
Screen	\$70
Screen Top/Cover	\$100
Bottom Case	\$42
Keyboard/Touchpad	\$100
Main System Board	\$125
Carrying Case	\$50
Asset Tag	\$5

**Repossession:**

Failure to comply with all terms of this Agreement, the Parent/Student Chromebook Handbook, and Student Acceptable Use Agreement (AUP), including the timely return of the property, the district may assess a fee for its replacement. All equipment must be returned upon request for any reason. Equipment must be returned prior to graduating or leaving the district.

**Terms of Agreement:**

Your right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the district or upon withdrawal from the district. A fee of \$10 per day may be assessed for equipment not returned according to these terms.

**Appropriation:**

Your failure to timely return the property and the continued use of it for non-school purposes without the district's consent may be considered unlawful appropriation of the district's property.

**Use of Computers and Notebook Computers on the Network:**

New Madrid County R-1 School District is committed to the importance of a student being able to continue with their work when their Chromebook is experiencing problems. To assist with this problem the district is providing the following:

Loaner Chromebooks will be available through the Technology Department on a 24 hour basis or until the Technology Department has successfully repaired the unit. Students will be required to sign a loaner agreement before the loaner unit is assigned to them.

**Loaning or Borrowing Chromebooks:**

- **Do NOT loan computers or other equipment to other students.**
- **Do NOT borrow a computer from another student.**
- **Do NOT share passwords or usernames with others.**

**Internet Safety:**

There are many sites on the Internet that can be potentially dangerous to minors. To comply with the Children's Internet Protection Act (CIPA), these sites are blocked while students are logged on to the district network. The district is committed to extending this protection no matter where the student uses their Chromebook. Therefore, the district enforces the same Internet filtering away from the district network through a proxy. This filtering is very good, however, it is not perfect. We ask that parents and guardians monitor their child's Internet activity as an additional precaution.

## **General Chromebook Rules:**

### **Operating System:**

Students are not allowed to modify or reset Chromebooks to the factory default.

### **Backgrounds, Themes, and Screensavers**

- Inappropriate media may not be used as a background, theme, or screensaver.
- Passwords on screensavers and power-on screen are not to be used.
- Presence of weapons, pornographic materials, inappropriate language, alcohol, drug and/or gang related symbols or pictures will result in disciplinary actions.

### **Sound**

- Sound will be muted at all times unless permission is obtained from the teacher for instructional purposes. Earphones are required and must be used.

### **Deleting Files**

- Do not delete any folders or files that you did not create or that you do not recognize.

### **Transporting Chromebooks**

- Chromebooks must be transported in the district provided protective case.
- Chromebooks must be shut down and stored in a safe location when not being utilized.
- Chromebooks should not be carried in backpacks or other bags.

### **Student Guidelines for Acceptable Use of Technology Resources:**

The district reserves the right to monitor all activity on this electronic network. Students will indemnify the district for any damage that is caused by students' inappropriate use of the network. Students are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the New Madrid County R-1 School District technology resources.

- No one is permitted to connect to the district's network via any type of wireless device without faculty or staff permission and direct supervision.
- Purchases being made. The district will install all educational applications needed to support the student's current curriculum. The district will not be held accountable for any unauthorized purchases made from the student's individual accounts. Nor should any expectations be made that transference of purchased items will be made upon the deletion of student's newmadridco.k12.mo.us Google account.

## **Websites**

- Creation and posting of Google Sites created by student's newmadridco.k12.mo.us Google account is strictly prohibited.

## **Hardware**

- Hardware and peripherals are provided as tools for student use for educational purposes. Students are not permitted to install peripherals or modify settings to equipment without the consent of the district's Technology Department.

## **Vandalism**

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware, software or their configuration will result in cancellation of technology and network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

## **Videoconference and Video Chat**

- Video is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With video equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Video sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.
- An individual search will be conducted if there is reasonable suspicion that a student has violated this agreement or the law. The investigation will be reasonable and related to the suspected violation.

## **Due Process**

- The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
- In the event there is an allegation that a student has violated the district's acceptable use regulation and agreement, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before a neutral administrator (or student will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and agreement may result in a loss of access as well as other disciplinary or legal action.

- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

### **Limitation of Liability**

- The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data, privacy or interruptions of service.
- The district is not responsible for the accuracy or quality of the information obtained through or stored on the network. The district will not be responsible for financial obligations arising through the unauthorized use of the network.
- The district provides content filtering but not all malicious activity can be impeded.
- The district is not responsible for goods and/or services purchased or sold through district technology resources.

### **Violations of the Chromebook User Agreement**

Violations of this agreement may result in loss of access as well as other disciplinary or legal action. Student's' violation of this agreement shall be subject to the consequences as indicated within this agreement as well as other appropriate discipline, which includes but is not limited to:

- Verbal warning and entry in the student's cumulative record folder
- Office referral
- Parent or guardian contact
- Use of district resources only under direct supervision
- Suspension of network privileges
- Revocation of network privileges
- Suspension of computer privileges
- In-school detention
- Suspension from school
- Financial reimbursement
- Expulsion from school and/or
- Legal action and prosecution by the authorities
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The revocation of one or several of these privileges may result in the loss of course credit and possible course failure. The particular consequences for violations of this agreement shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

References: Patriot Act - <http://thomas.loc.gov/cgi-bin/query/z?c107:H.R.3162.ENR>: Computer Fraud and Abuse Act - <http://www.usdoj.gov/> Children's Internet Protection Act - <http://www.fcc.gov/cgb/consumerfacts/cipa.html> Family Educational Rights and Privacy Act - <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

## New Madrid County R-1 School District Chromebook User Agreement Form

Student Name: \_\_\_\_\_

School: \_\_\_\_\_ School Year: \_\_\_\_\_

Grade: \_\_\_\_\_

*I acknowledge that I have read, understand and agree to all the terms outlined in the New Madrid County R-1 School District Parent/Student Chromebook Handbook and User Agreement. I further understand that as a user of technology resources owned and operated by the New Madrid County R-1 School District. I am responsible for my own actions. I also acknowledge that New Madrid County R-1 School District cannot guarantee the privacy, security or confidentiality of any information sent or received via electronic mail. Network administrators can review my e-mail, file folders, and communications to maintain system integrity and insure that I am using the system responsibly. I understand that any and all of the following sanctions outlined in the User Agreement could be imposed if I violate an agreement and/or procedure regarding the use of New Madrid County R-1 School District Technology Resources. I further understand that this agreement is valid at all times that I have access to New Madrid County R-1 School District technology, and will be kept on file.*

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

*I acknowledge that my student has read, understands and agrees to all the terms outlined in the New Madrid County R-1 School District Parent/Student Chromebook Handbook and User Agreement. I further understand that I am responsible for my child's actions while using technology resources owned and operated by R-1 Schools. I also acknowledge that New Madrid County R-1 School District cannot guarantee the privacy, security or confidentiality of any information sent or received via electronic mail belonging to my student. Network administrators can review my student's e-mail, file folders, and communications to maintain system integrity and insure that they are using the system responsibly. I understand that any and all of the following sanctions outlined in the User Agreement could be imposed if my student violates an agreement and/or procedure regarding the use of New Madrid County R-1 School District Technology Resources. I further understand that this agreement is valid at all times that my student has access to New Madrid County R-1 School District technology, and will be kept on file.*

Parent or Guardian Printed Name \_\_\_\_\_



Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**New Madrid County R-1 School District**  
**Optional Chromebook Insurance Protection Enrollment Form Student**

**Student's Name:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Attending School:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

Chromebook Insurance Protection against breakage, damages, loss and theft is available and highly recommended, but not mandatory. If you choose not to purchase insurance and the computer is damaged, lost or stolen, you are responsible for all repairs and/or replacement. Additional Insurance Forms are available through the Principal's Office and can also be found at [www.newmadridco.k12.mo.us](http://www.newmadridco.k12.mo.us), on the left hand side under Technology.

Insurance Protection cost per device is \$25.00 annually. A family of three or more children using Chromebooks will not have to pay more than \$75 per year for insurance. The insurance may be paid over a 5 month period. If a payment is missed or is not paid in the 5 months, the device is not insured and the student is responsible for the full cost of the repair. Insurance covers 1 claims of broken screens at no additional cost. After 1 , the student will have to pay full price for the screens (\$70, subject to change). One damaged charger is covered at no cost. A lost or stolen charger is not covered by insurance. In the event of major damage the deductible will be \$150 for the first incident. Any accident after that, the student will have to pay the actual cost of repair or replacement. The approximate cost of the chromebook is \$350. Insurance is good for one school year and is not carried over from year to year. Intentional damage voids all insurance claims and student is responsible for the full amount of the chromebook.

Insurance will not be offered after breakage or damages have occurred.

OPTION #1 – ENROLL \_\_\_\_\_ One time payment \_\_\_\_\_ 5 Monthly payments  
\_\_\_\_\_

OPTION #2 – NOT ENROLL \_\_\_\_\_ I acknowledge that I have read, understand and agree to all the terms outlined on this form.

Parent or Guardian Printed Name \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## **New Madrid County R-1 School District 1:1 with Chromebooks Procedures and Information For Students and Parents**

The mission of the 1:1 program in the New Madrid County R-1 School District is to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promoting the development of self-directed and lifelong learners. New Madrid County R-1 endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate and is committed to preparing students for whatever path they choose after graduation.

## **1. Receiving Your Chromebook**

### **a. Parent/Student Requirements**

All parents/guardians and students are required to sign the New Madrid County R-1 Chromebook User Agreement along with the Technology Acceptable Use Agreement. Both Agreements can be found at [www.newmadridco.k12.mo.us](http://www.newmadridco.k12.mo.us), on the left hand side under Technology.

### **b. Distribution**

Students will receive their Chromebook, carrying case, and charger/power adapter during the registration process. Students that miss registration will be able to pick up their Chromebooks from the Technology Department within the first two days of school.

### **c. Transfer/New Student Distribution**

Both students and parents must sign the New Madrid County R-1 Chromebook User Agreement along with the Technology Acceptable Use Agreement during the enrollment process. Upon completion of the enrollment process, the student will report to the Tech Support Intern in the Library Media Center for assignment of an e-mail account, brief Chromebook orientation and receive their Chromebook, carrying case, and charger/power adapter.

## **2. Returning Your Chromebook**

### **a. End of Year**

At the end of the school year, students will turn in their Chromebook, carrying case, and charger/power adapter to the Technology Department on their assigned day during the last week of school. Failure to turn in the Chromebook will result in the students being charged the full \$401.00 replacement cost (Chromebook, carrying case, charger/power adapter, and asset tags). Unpaid fines and fees of students may be turned over to a collection agency along with restricting participation privileges at New Madrid County R-1 events. The District may also file a report of stolen property with the local law enforcement agency.

### **b. Transferring/Withdrawing Students**

Students that transfer out of or withdraw from New Madrid County R-1 must turn in their Chromebooks, carrying cases, and chargers/power adapters to the office on their last day of attendance. Failure to turn in the Chromebook will result in the student being charged the full \$401.00 replacement cost (Chromebook, carrying case, charger/power adapter, and asset tags). Unpaid fines and fees of students leaving the school

district may be turned over to a collection agency. The District may also file a report of stolen property with the local law enforcement agency.

### 3. Taking Care of Your 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 taken to the Technology Department as soon as possible so that they can be taken care of properly.

**District-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. Students should never leave their Chromebook unattended except locked in their hallway locker.**

#### a. General Precautions

- No food or drink should be next to Chromebooks.
- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with power cord plugged in when the cord may be a tripping hazard.
- Chromebooks must remain free of writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks .

#### b. Carrying Cases

- Each Student will be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

#### c. Carrying Chromebooks

- Always transport Chromebooks with care and in District-issued protective cases. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

#### d. 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 on 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 jump drives).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

e. Asset Tags

- All Chromebooks will be labeled with a District asset tags.
- Asset tags may not be modified or tampered with in any way.
- Students may be charged up to the full replacement cost of a Chromebook for tampering with a District asset tag or turning in a Chromebook without a District asset tag.

#### 4. **Using Your Chromebook At School**

Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.

a. If a student does not bring his/her Chromebook to school

- A student may stop by the technology department offices and check out a loaner for the day.
- Students borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the issued device.
- The Technology Department will document the number of times a loaner is issued to each student for not having his/her own Chromebook at school and will send reports to the principal's office for those students that have more than two occurrences during the school year.
- The Principal will treat such occurrences the same as coming to class unprepared, which may result in disciplinary action.
- The students that obtain a loaner will be responsible for returning the borrowed device to the office before 2:45p.m. on normal school.
- Late Fees of \$5.00 for the first day and \$1.00 for each subsequent school day will be assessed for students that fail to return a borrowed device.

b. Chromebooks being repaired

- Loaner Chromebooks may be issued to students when they leave their school issued Chromebook for repair.
- A student borrowing a Chromebook must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- Chromebooks on loan to students while having their devices repaired may be taken home.

- A member of the Tech Department or the Tech Support Intern will contact students when their devices are repaired and available to be picked up.

#### c. Charging Chromebooks

- Chromebooks must be brought to school each day with a full charge.
- Students should charge their Chromebook at home in the evening.
- There will be a limited number of unsupervised charging stations in the library, office, and cafeteria available to students on a first-come-first-serve basis.

#### d. Backgrounds and Themes

- Media deemed to be inappropriate by school administration may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.

#### e. Sound

- Sound must be muted at all times unless permission is obtained from a teacher.
- Headphones may be used at the discretion of the teacher.
- Students should have their own personal set of headphones for sanitary reasons.

#### f. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Printing stations will be available in the Library and other various locations. Because all student work should be stored in an Internet/cloud application, students will not print directly from their Chromebook at school. Each print station will consist of a desktop computer and networked printer. Students may log into a print station to print their work.
- Students may set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained from here:  
<http://www.google.com/cloudprint/learn/>.

#### g. Logging into a Chromebook

- Students will log into their Chromebooks using their school issued Google apps for Education account.
- Students should never share their account passwords with others.

#### h. Managing and Saving Your Digital Work With a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Work already uploaded to



Google Drive can be accessed and modified without Internet connectivity. Modifications made while offline will be kept, and once the device is connected back to the Internet, the files will be updated. Some files may be stored on the Chromebook's hard drive.

- Students should always remember to save frequently when working on digital media.
- The district will not be responsible for the loss of any student work.
- Students are encouraged to maintain backups of their important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

## **5. Using Your Chromebook Outside of School**

Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use; however, some applications can be used while not connected to the Internet. All documents saved in Google Drive will be accessible to the student without the need for an Internet connection. This enables students to work on documents off-line at home. Any changes made while off-line will then be updated once the user connects back to an Internet connection. Students are bound by the New Madrid County R-1 Technology Acceptable Use Policy, New Madrid County R-1 Chromebook User Agreement, and all other guidelines in this document wherever they use their Chromebook.

## **6. Operating System and Security**

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

### **a. Updates**

- The Chromebook operating system, Chrome, 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 protections 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 at school, then it

will be blocked out of school. If an educationally valuable site is blocked, students should contact their teachers to request the site to be unblocked.

## 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 appropriate Chrome web apps and extensions from the Chrome Web Store.
- Students are responsible for any fees for web apps and extensions they install on their Chromebooks that are not free. Inappropriate material as deemed by school administration 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, along with the name and ID number of the student assigned to the device.

### b. Users

- Each student will be assigned the same Chromebook yearly if possible.  
**Take Good Care of It!**

## 10. **Repairing/Replacing Your Chromebook**

### a. Tech Support

- All Chromebooks in need of repair must be brought to the Technology Department as soon as possible.

### b. Vendor Warranty

- Chromebooks include a one year warranty from the vendor.
- The vendor warrants the Chromebook from defects in materials and workmanship.
- The limited warranty covers normal use, mechanical breakdown, and faulty construction. The vendor will provide normal replacement parts necessary to repair the Chromebook or, if required, a Chromebook replacement.

- The vendor warranty does not warrant against damage caused by misuse, abuse, accidents or theft.
- All repair work must be reported to the Technology Department.

c. Replacement Cost (Subject to Change without warning)

Item	Replacement Cost
Chromebook (includes device and management software)	\$350
Charger/Power Adapter	\$35
Screen	\$70
Screen Top/Cover	\$100
Bottom Case	\$42
Keyboard/Touchpad	\$100
Main System Board	\$125
Carrying Case	\$50
Asset Tag	\$5

d. Optional Insurance (subject to change)

- Some items may be covered by your homeowners/renters policy. Please check with your insurance agent.
- The district will provide optional coverage. Insurance is not required but is highly recommended. You can download an enrollment form at [www.newmadridco.k12.mo.us](http://www.newmadridco.k12.mo.us), on the left hand side under Technology.

**11. No Expectation of Privacy**

Students 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 Chromebook activity at any time for any reason related to the operation of the District. By using a Chromebook, students agree to such supervision, access, viewing, monitoring, and recording of their use.

a. Monitoring Software The Technology Department may use monitoring software that allows them to view the screens and activity on student Chromebooks.

## 12. Appropriate Uses and Digital Citizenship

School issued Chromebooks should be used for educational purposes and students are to adhere to the Technology User Agreement and all of its corresponding administrative procedures at all times.

While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following.

1. Respect Yourself: I will show respect for myself through my actions. I will select online names that are appropriate. I will use the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. Protect Yourself: I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. Respect Others: I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. Protect Others: I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. Respect Intellectual property: I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. Protect Intellectual Property: I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

# **New Madrid County R-1 School District**

## **Student Acceptable Use Policy**

The New Madrid County R-1 School District provides access for students, teachers, and staff to state-of-the-art computer technology and access to the Internet. The use of this technology must be in support of education and consistent with the educational objectives of the New Madrid County R-1 School District and the MOREnet Acceptable Use Policy.

The District computer systems may be stand-alone or attached to instructional computer networks. All users must share the responsibility for seeing that the District computer facilities are used in an effective, efficient, ethical and lawful manner.

A student will be issued a network user account and password by the New Madrid County R-1 Technology Department. After this Acceptable Use Policy has been signed by the user and the user's legal guardian, it must be returned to the school office, at which point the user's account will be activated by District Technology Staff.

It is a privilege to use the equipment and to have access to the Internet. This privilege carries with it a number of responsibilities. Therefore, all users must agree to comply with these policies. These include, but are not limited to, the following:

### **Section I: General Computing Policy**

- User will keep his user account and password private and protected. Sharing your user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- User will not access social networking sites or utilize instant messaging systems for any purpose. User will use only school-appropriate language, pictures, text and other data on the District computer system or Internet.
- User will not purposely obtain, create, view, download or otherwise gain access to objectionable materials (i.e. obscene, pornographic, gambling, non-educational games, or otherwise inappropriate for educational use).
- User will not delete, examine, copy, or modify files and/or data belonging to other users.
- User accepts level of access provided and understands that attempts to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- User will not use school resources to engage in hacking or attempts to otherwise compromise system security.
- User will not engage in any illegal activities while using District technology equipment.
- User will not use USB memory sticks for transferring data to or from District equipment unless for educational purpose or instructed to do so by the teacher.
- User will refrain from using the facilities and/or services for commercial purposes.
- User will not violate software copyright laws by 1) downloading or using copyrighted information without permission from the copyright holder and 2) copying software from the District network for personal use that has been licensed to the New Madrid County R-1 School District.
- User realizes that the District reserves the right to view any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.

- User will agree that the computer systems are set up by the District Technology Department and are not to be altered in any way by any user.
- District staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet usage to ensure enforcement of the policy.
- Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations (CIPA).
- User will not be permitted to change configurations (screensaver, wallpaper, shortcuts, etc.).

## **Section II: Electronic Mail**

In 2006, the U.S. Supreme Court's amendments to the Federal Rules of Civil Procedure (FRCP) created a category for electronic records that, for the first time, explicitly named emails and instant message chats as likely records to be archived and produced when relevant. When you send electronic mail, your name and user account are included in each message. You are responsible for all electronic mail originating from your user account. Therefore:

- Forgery of email messages is prohibited and subject to penalty under law.
- Attempts to read, delete, copy, or modify e-mail of other users are prohibited.
- User should not reveal personal information on the Internet or through e-mail.
- User will not send harassing, obscene and/or threatening messages.
- The District email system is not to be used for idle talk for the purpose of sending information contrary to the District's mission statement, vision, and goals or statements which might damage one's character.
- Email will be archived for the period of length set by the Board of Education

## **Section III: Summary of Consequences for Violations**

- Violating any of the guidelines or prohibitions listed above can result in:
  - Restricted network access
  - Loss of network user account
  - School disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws
  - All damages incurred by the District due to a user's intentional or negligent misuse of the District's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

## New Madrid County R-1 School District Student Acceptable Use Policy

Sign and return this sheet to the school office. Once returned, District Technology Staff will activate user account. Summarily, the Acceptable Use Policy states:

- User will keep their user account and password private and protected. Sharing your user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- User will not access social networking sites or utilize instant messaging systems for any purpose. User will use only school-appropriate language, pictures, text and other data on the District computer system or Internet.
- User will not purposely obtain, create, view, download or otherwise gain access to objectionable materials (i.e. obscene, pornographic, gambling, non-educational games, or otherwise inappropriate for educational use).
- User will not delete, examine, copy, or modify files and/or data belonging to other users.
- User accepts level of access provided and understands that attempts to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- User will not use school resources to engage in hacking or attempts to otherwise compromise system security.
- User will not engage in any illegal activities while using District technology equipment.
- User will not use USB memory sticks for transferring data to or from District equipment unless for educational purpose or instructed to do so by the teacher.
- User will refrain from using the facilities and/or services for commercial purposes.
- User will not violate software copyright laws by 1) downloading or using copyrighted information without permission from the copyright holder and 2) copying software from the District network for personal use that has been licensed to the New Madrid County R-1 School District.
- User realizes that the District reserves the right to view any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.
- User will agree that the computer systems are set up by the District Technology Department and are not to be altered in any way by any user.
- District staff will monitor students' use of the Internet, through either direct supervision or by monitoring Internet usage to ensure enforcement of the policy.
- Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations (CIPA). User will not be permitted to change configurations (screensaver, wallpaper, shortcuts, etc.).
- Forgery of e-mail messages is prohibited and subject to penalty under law. Attempts to read, delete, copy, or modify e-mail of other users are prohibited.
- User should not reveal personal information on the Internet or through e-mail.
- User will not send harassing, obscene and/or threatening messages.
- The District e-mail system is not to be used for idle talk for the purpose of sending information contrary to the District's mission statement, vision, and goals or statements which might damage one's character.

*I have read the New Madrid County R-1 School District Acceptable Use Policy, understand and accept my responsibilities as a user of District computer equipment, and I am aware of the consequences that will result for not adhering to the policy.*

Printed Student Name:	Printed Name Parent/Guardian:
Signature of Student:	Signature of Parent/Guardian:
Date:	Date:
Students Grade Level:	