

Google Chromebook Rules, Regulations & Agreements:

Please read over the information below. In order to use the Google Chromebook for required class activities, you must be responsible for adhering to these rules and policies at all times. Remember, the device is at all times property of JGESA, not your personal device. Violation of these regulations can result in loss of the device &/or void the warranty. Thank you.

- Only use the device that is assigned specifically to you; do not let other students use or borrow your device.
- Do not place books or other items on top of the device.
- Never leave your device unattended.
- Shutdown the device completely before charging the device for the next day. This should occur at the end of every school day; do not plug in the device to charge between classes or during class without teacher permission.
- Students should not personalize their devices in any way. This includes decals, screen savers, and downloading any software, application or short cuts that have not been explicitly allowed by the teacher (devices will be periodically checked for illicit downloads). "Skins" or other personalizations must be specifically designed for devices, must be easily removable and must be approved by the school administration.
- Only use the device for school work.
- Follow the teacher's instructions about labeling documents prior to sharing or printing.
- If you notice that something is wrong with the device, report to your teacher immediately.
- No food or drinks allowed around the devices.
- Follow all RUP policies and school rules pertaining to the use of technology. See below.

Responsible Usage Policy (RUP)

Students must:

- Respect and protect their own privacy and the privacy of others.
 - Use only your assigned accounts.
 - Keep personal information such as: name, address, phone number, etc., offline.
 - Keep passwords secret.
 - Have permission to photograph, videotape and post images or videos of people to the Internet.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices.
 - Conserve, protect, and share these resources with other students and Internet users.
 - JGESA isn't responsible for damages to personal technologies or electronic communication devices.
 - Treat digital technologies with care, report any damages, security risks or violations immediately.
- Respect and protect the copyrighted/intellectual property of others.
 - Cite all sources appropriately.
 - Follow all copyright laws.
 - Use electronic communication devices appropriately to assure academic integrity.
- Respect and practice the principles of community.
 - Communicate only in ways that are kind, responsible, respectful and lawful.
 - Use electronic communication devices for schoolwork only.
 - Richland School District Two email should be used for schoolwork only.
 - Report threatening or offensive materials to a teacher or administrator.

E-mail Usage

- The primary purpose of the student electronic mail system is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
- Students are responsible for good behavior while using school e-mail.

- Access to e-mail is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right. Access entails responsibility.
- Students are responsible for messages sent from their accounts.
- Students should not share their passwords.
- Students should not give out personal information over email, including home telephone numbers or home addresses.
- Students will not use email to bully, harass, or threaten other students or individuals
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors to the school's technology specialist.
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff.
- Student email accounts will be removed from the system after graduation, leaving the school district, or disciplinary actions. If necessary, JGESA, at its discretion, may close the accounts at any time.

Warranty and Insurance

The school will repair or replace damaged equipment resulting from normal use. All other breakages will be the responsibility of the student to pay for. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full \$200.00 replacement cost to purchase a new device.

Replacement/Repair Costs

The following are estimated costs of Chromebook parts and replacements:

Estimated Costs (subject to change)

- Replacement - \$200.00
- Screen - \$90.00
- Keyboard/touchpad - \$50.00
- Case- \$25

Consequences for Violations of the Student Chromebook & Acceptable Use Policy Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference
- Removal of Unauthorized Files and Folders
- Restriction of The Internet Privileges*
- Restriction of District-Issued Chromebook Use Privileges**
- Suspension
- Court Referral/Criminal Charges
- Alternative School Placement
- Expulsion

Please sign on page below:

If a violation of the Student Chromebook & Internet Acceptable Use violates other rules of the student handbook, consequences appropriate for violations of those rules may also be imposed. *If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access Internet while at school and under teacher supervision.

PRINT STUDENT NAME: _____

SIGNATURE: _____

Date: _____

PRINT PARENT NAME: _____

SIGNATURE: _____

Date: _____