

STUDENT CHROMEBOOK USE AGREEMENT AND GUIDELINES

Please read this entire document carefully.

This agreement is made effective upon receipt of a Chromebook, between The Penn-Harris-Madison School Corporation ("PHM"), the student receiving a Chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a Chromebook, software, and related materials for use while a student at PHM, hereby agree as follows:

1. Equipment:

- a. **Ownership:** PHM retains sole right of possession of the Chromebook and grants permission to the Student to use the Chromebook according to the guidelines set forth in this document. Moreover, PHM administrative staff retains the right to collect and/or inspect the Chromebook at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware.
- b. **Equipment Provided:** Efforts are made to keep all Chromebook configurations the same within each school. All systems include ample RAM, hard-disk space, open office software, and wireless network capability. PHM will retain records of the serial numbers of provided equipment.
- c. **Substitution of Equipment:** In the event the Chromebook is inoperable, PHM has a limited number of spares for use while the Chromebook is repaired or replaced. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a Chromebook or to avoid using the Chromebook due to loss or damage.
- d. **Responsibility for Electronic Data:** It is the sole responsibility of the Student to backup indispensable data as necessary. PHM does not accept responsibility for any such files or software.
- e. **Responsibility for Installed Software:** The Student may not install or uninstall any software to the Chromebook without prior approval from the Technology Staff. Operating System and Application updates will be run from a central location.

2. Damage or Loss of Equipment:

- a. **Responsibility for Damage:** The student is responsible for maintaining a 100% working Chromebook at all times. The student shall use reasonable care to ensure that the Chromebook is not damaged. Refer to the Standards for Proper Chromebook Care below, for a description of expected care. The student and parent will be responsible for all damage, including the cost of a replacement Chromebook, caused by misuse or negligence of the Student that is not covered by the warranty.
- b. **Responsibility for Loss:** In the event the Chromebook is lost or stolen, the Student and Parent will be billed the full cost of replacement.
- c. **Actions Required in the Event of Damage or Loss:** Damaged and/or lost Chromebooks must be reported immediately to the Student Helpdesk. If the Chromebook is stolen or vandalized while not at PHM or at a PHM sponsored event, the Parent shall file a police report.

- b. **Philosophy:** PHM encourages the use of student email as an effective and efficient way to improve communication between students, faculty members and administrative staff. The primary purpose of student email is to support teaching and teaming. This student email account is housed on a Google Mail service, thereby giving student access to Google Docs (word processor, spreadsheet, and presentation software) and also allowing teachers and students to share information housed in these file areas with others.
- c. **Official Email Address:** All students in grades 6-12 will be assigned a PHM email account. This account will be considered the student's official PHM email address until such time as the student is no longer enrolled in the PHM district.
- d. **Prohibited Conduct:** Student email may not be used in the following ways:
- Unlawful activities
 - Commercial purposes
 - Personal financial gain
 - False identity in email communications
 - Misrepresentation of the Penn-Harris-Madison Schools
 - Interference with PHM Technology through
 - Electronic chain letters
 - Unsolicited electronic communications
 - Disruption of electronic communications
 - Harassment or bullying
- e. **Access Restriction:** Access to and use of student email is considered a privilege accorded at the discretion of PHM. The District maintains the right to immediately withdraw the access and use of student email when there is reason to believe that violations of law or District policies have occurred. In such cases, the alleged violation will be referred to the Building Technology Department for further investigation and adjudication.
- f. **Security:** PHM cannot and does not guarantee the security of electronic files located in the Google Mail System. Although Google does have a powerful content filter in place, the PHM cannot assure that users will not be exposed to unsolicited information.
- g. **Privacy:** The general right of privacy will be extended to the extent possible in the electronic environment. PHM and all electronic users should treat electronically stored information in individuals' files as confidential and private. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may have to examine activities, files, and electronic mail to gather sufficient information to diagnose and correct problems with system software or hardware. Users of student email are strictly prohibited from accessing files and information other than their own. The district reserves the right to access students' PHM email account, including current and archival files of user accounts when there is a reasonable suspicion that unacceptable use has occurred.

General Care

- Do not attempt to remove or change the physical structure of the Chrome book, including the keys, screen cover or plastic casing. Doing so will void the warranty, and families will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number, asset label, or any identification placed on the Chromebook.
- Do not do anything to the Chromebook that will permanently alter it in any way.
- Keep the equipment clean. For example, avoid eating or drinking while using the Chromebook.

Carrying the Chromebook

- Always store the Chromebook in a case or sleeve.
- Do not grab and squeeze the Chromebook, as this can damage the screen and other components.
- Remember to login when coming to school and logout before leaving so files are backed up.
- Do not lift the Chromebook by the Screen. Always pick up your Chromebook from the base.

Screen Care

- The Chromebook screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the Chromebook screen with anything (e.g., your finger, pen, pencil, etc.) other than approved Chromebook screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

Battery Life and Charging

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your Chromebook charging overnight.
- Avoid using the charger in any situation where anyone is likely to trip over the cord.
- Do not let the battery completely drain. Charge when the battery reaches 15% capacity. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the Chromebook when it is not in use to save battery life and protect the screen.
- Adjust brightness to a lower level to add longevity to your daily battery life.

Personal Health and Safety

- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort.
- Read the safety warnings included in the user guide.