St Paul School District

Chromebook Procedures & Information Handbook

2018-19

Through our educational process, every student and staff member will be challenged to think, learn, achieve, and care in a safe and healthy environment.

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Why use Chromebooks?

1. Chromebooks are approved devices for web-based tests such as Smarter Balance.

2. Low cost: Not only are the devices low cost but they integrate seamlessly with Google Apps for Education. GAFE is a free suite of web-based collaboration and productivity tools employed by SPSD for our students and teachers.

3. Low maintenance: the Chromebook needs little, if any maintenance. It is not susceptible to viruses, does not require imaging, and offers many free apps and informational resources.

4. Instant-on and all day battery: it's possible to access the internet almost instantly.

5. Auto-save: Student work on the Chromebook saves automatically to Google Drive.

6. Contextual Learning: the Chromebook is an "anywhere anytime" learning device. This makes it ideal for projects and learning which take place out of the classroom.

7. Personal Learning Studio: the Chromebook can be a science lab, literacy tool, research station, history archive, language lab, art canvas, video editing suite, and library.

Goals for Student Users

• To support development of 21st Century skills and prepare our students for college and the workplace.

• To increase students' productivity in and outside the classroom when completing assignments, projects, and other activities as assigned by teachers in the pilot project.

• To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, applicable apps, and best practices.

• To facilitate mobile learning across the school campus and beyond.

• To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.

1. Receiving and Returning a Chromebook

1.1 Receiving a Chromebook

a. Each student will receive a Chromebook with carrying case and an AC charger yearly.
b. Parents/guardians and students must sign and return the district-issued Chromebook User Agreement (Appendix E) before a student may take a Chromebook home.
c. Chromebooks will be labeled in a manner specified by SPSD; this will include the student's name. *Labels may not be removed from the Chromebook or the the case.*
d. The Chromebook and district-issued email account are the property of the SPSD and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook or a school supplied or supported email service.
e. Parents/guardians and students must sign an annual SPSD Electronic User Agreement AP <u>Student Use of the Internet and Electronic Communications</u> (Appendix D.)

1.2 Returning a Chromebook

a. Chromebooks and all SPSD accessories will be returned during the final week of school so they can be checked for serviceability.
b. Chromebooks must be returned immediately when a student transfers out of the SPSD is suspended or expelled, or terminates enrollment for any reason.
c. Failure to return the Chromebook may result in a theft report filed with the local Police Department.

2. Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the SPSD. Chromebooks that are broken or fail to work properly must be given to the building office staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of the SPSD and all users will follow these procedures and the SPSD Student Use of Internet and Electronic Communications Policy (Appendix D.)

2.1 General Precautions

a. Do not use any sharp object(s) on the Chromebook. The Chromebook will scratch, leading to the potential for needed repairs.

b. Do not apply liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.

c. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the building office staff.

d. Never throw or slide a Chromebook or any case, sleeve, backpack, or anything containing a Chromebook.

e. Always open the Chromebook from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking. Carefully closing the device is very important; slamming the lid may break the screen.

f. Cords and cables must be inserted carefully into the Chromebook to prevent damage.

g. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the SPSD.

h. Chromebooks have a unique identification number and **at no time should the numbers or labels be modified or removed.**

i. Chromebooks must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.

j. Chromebooks should be placed vertically like a book in the top locker compartment or in a backpack/book bag to avoid putting any pressure on the screen.

k. Chromebooks must not be left in a vehicle or a location that is not temperature controlled.

l. Chromebooks must be charged for school each day. This is the student's responsibility.

m. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.

n. Do not remove Chromebook from it's case for any reason.

o. Do not put **any** materials inside the case with the Chromebook including pens, pencils, papers, earbuds, or anything that could damage the Chromebooks when the case is closed.

p. Failure to follow the general precautions may lead to immediate referral to the administration. Especially those items that deal with the proper care of the Chromebook.

q. PLEASE DO NOT ATTEMPT TO CONTACT THE MANUFACTURER DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL OFFICE.

3. Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

3.1 Chromebooks Left at Home

If a student leaves the Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present. If a student repeatedly (3 or more times as determined by any staff member) leaves the Chromebook at home, the student will be referred to the office where they will be subject to the tardy policy due to the fact that they're not prepared for class. The administration also reserves the right to revoke home privileges for Chromebook use.

3.2 Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of loaner Chromebooks are available so having a loaner is not guaranteed.

3.3 Charging a Chromebook Battery

a. Chromebooks must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home.
b. If a student repeatedly (3 or more times as determined by any staff member) brings the Chromebook to school uncharged, the student will be referred to the office where they will be subject to the tardy policy due to the fact that they're not prepared for class. The administration also reserves the right to revoke home privileges for Chromebook use.
c. In cases where the battery does run out, students may be able to connect their Chromebook to a power outlet in class at the teacher's discretion.

3.4 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action.

3.5 Sound, Music, Games, Apps

a. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

b. Students should provide their own headsets/earbuds.

c. Music is only allowed on the Chromebook at the discretion of the teacher.

d. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e., Google Docs.

3.6 Legal Propriety

a. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your teacher or the Library Media Specialist.

b. Plagiarism is a violation of the SPSD rules. 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.

c. Use or possession of hacking software is strictly prohibited and violators will be subject to SPSD discipline. Violation of applicable state or federal law may result in criminal prosecution.

3.7 Printing

Printing will be at the discretion of the teacher.

3.8 Home Internet Access

SPSD uses GoGuardian to provide internet filtering at home and at school.

Google SafeSearch is enabled on all SPSD Chromebooks by default.

Google SafeSearch uses automated methods to identify objectionable content, and constantly works to improve those methods based on user feedback. No filter is 100% accurate, but Go Guardian and SafeSearch should help you avoid most of this type of material.

Parents/guardians, please take the necessary precautions for internet safety with your student! For more tips, please see the Parents' Guide: Safe and Responsible Internet Use. (Appendix C).

REMINDER: It is ultimately the family's responsibility to monitor the student's use of the internet outside of the school setting.

a. Students are allowed to set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Printing at home will require a wireless printer, proper settings on the Chromebook and the correct app.

b. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.

c. All activity on the Chromebook and district-issued email account, whether conducted at school or off site, is subject to search as District property.

3.9 Network Connectivity

The St Paul School District makes no guarantee that the district's network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

4. Repairing or Replacing a Chromebook

4.1 School District Protection

SPSD is purchasing these Chromebooks and will assume the financial liability for Chromebook repairs or replacement due to *normal and typical daily use or manufacturing defect* covered under warranty. To cover breakage or damage not due to warranty issues. Our annual Chromebook Protection Plan is available. For $25 this plan covers accidental damage, including but not limited to liquid spills, power surges, drops, falls, collisions, vandalism, flood, fire, and smoke, as well as damage to batteries and AC adapters.

4.2 Chromebook Protection Plan

Prior to being issued a Chromebook, each student can purchase the protection plan. This plan will cover repairs for the first instance of accidental damage. Should a student have a second instance of accidental damage, the parent will be required to pay the first $35 of the repair cost. The repair cost for a third instance of accidental damage is $65. After a third incident, the student is no longer eligible for reduced repair costs and must pay the full repair or replacement cost for their device.

Replacement of lost or stolen devices is also covered under this plan providing a report has been filed with the appropriate authorities.

Any student intentionally damaging or tampering with a device, physically or logically, will be responsible for the entire repair or replacement cost of the device and subject to disciplinary action.

Summary of $25 Chromebook Protection Plan Coverage:

Incident of damage	Coverage With Chromebook Protection Plan	Without Chromebook Protection Plan
First incident	No Charge	Full repair or replacement cost at the family's expense
Second incident	$35	Full repair or replacement cost at the family's expense

Third incident	$65	Full repair or replacement cost at the family's expense
Additional incidents	Full repair or replacement cost at the family's expense	Full repair or replacement cost at the family's expense

4.3 Claims

a. All repair claims must be reported to the Principal's Office before a Chromebook can be repaired or replaced.

b. Any damaged or malfunctioning Chromebook, whether from normal use or accidental damage, should be reported immediately so repairs can be made and further damage avoided.

c. Failure to report a lost or stolen Chromebook immediately may result in a request for compensation for the replacement cost of the Chromebook.

Appendix A

FREQUENTLY ASKED QUESTIONS

1. What are my responsibilities as a parent/guardian in terms of replacement of the Chromebook if it is damaged, lost or stolen?

The St Paul School District will be responsible for the repair of the Chromebook for normal wear of the unit that is covered by the warranty.

2. What are the approximate replacement costs of the Chromebook and accessories?

Chromebook: $225

Chromebook Case: $30

Chromebook License: $25

Go Guardian License: $15

Replacement Screen: $75

Replacement Keyboard $50

AC Charger: $20

3. Does my child have to accept a Chromebook?

A Chromebook will be made available to each 7th through 12th grade student for the 2017-2018 school year, for use at school and to take home. Students and parents/guardians must sign and return the district-issued Chromebook User Agreement (Appendix E) before a Chromebook is issued to the student. If a parent/guardian does not want the child to take a Chromebook home, the parent should schedule a time to meet with the principal.

4. How is the District paying for the Chromebooks?

SPSD Chromebooks were purchased using district funds for technology budget.

5. As a parent/guardian, how do I monitor my child's use of the internet?

Anytime your student logs into their Chromebook, there are filters in place. Go Guardian will filter and monitor their internet usage, even at home. If you would like to take additional measures, please see the attached document entitled Parents' Guide: Safe and Responsible Student Internet Use. (Appendix C).

6. What if we don't have wireless internet at home?

A Chromebook's use is maximized with Wi-Fi but students can still use many features without internet access. If a family does not have Wifi and a student needs access, a student may use the Chromebook at school, at the public library, at local businesses with Wi-Fi capabilities, or wherever Wi-Fi is available. Some apps may work offline and information will update the next time the device is connected to the internet.

7. What if a student forgets to charge the Chromebook?

There will be limited power outlets in the classrooms. However, some teacher have additional charging stations in their classrooms that can be used after teacher approval..

8. Will students keep the Chromebook for the summer?

Chromebooks and all SPSD accessories shall be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. A Chromebook may be made available for students taking summer school classes that require use of the Chromebook.

Please contact your child's principal with any questions regarding student use of Chromebooks.

Appendix B

Student Username and Password

Reference Sheet

Chromebooks login and Gmail accounts:

    Students

    Username: First name and last name: *first.last@stu.stpaul.k12.or.us*

    Teachers and Staff

    Username: First name and last name: *first.last@stpaul.k12.or.us*

District & School Websites (Schoolwires - Blockboard)

    http://www.stpaul.k12.or.us

    Parents create their own accounts to check assignments but cannot use the student's Chromebook to logon. Chromebooks are restricted to student accounts only.

Appendix C

Parents' Guide

Safe and Responsible Student Internet Use

The St Paul School District recognizes that with new technologies come new challenges to both teachers and parents. Below is a series of suggestions drawn from a wide variety of professional sources that may aid you, the parent, in effectively guiding your student's use of the Chromebook.

1. Take extra steps to protect your child. Encourage your child to use and store the Chromebook in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often emulate adult behavior.

2. Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there, and help teach her/him how to act as s/he works and socializes online.

3. Review your child's friends list. You may want to limit your student's friends online to people your child actually knows and is working with in real life.

4. Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your public information.

5. Limit the time your student is on the Chromebook. While the Chromebook is a very engaging device, it is a school work device. Constant monitoring will reduce your child's vulnerability to excessive use.

6. Report unwelcome or malicious online threats. Report in a timely fashion to the school any online interactions that can be considered threatening.

7. Help your child develop a routine. Many parents have found success by helping create a routine for their student's computer use. Define a routine as to how the Chromebook is cared for and when and where its use is appropriate.

8. Take a look at the apps used. It is to the advantage of the students, parents, and school that the parents have an understanding of the apps and student work found on the Chromebook.

9. Read and share with your child the Chromebook Procedures & Information Handbook. By discussing the care and use policies, you create a clear set of expectations and limitations for your child.

Filtering Your Home Network

Third Party Filters

A number of companies offer free internet filtering services. OpenDNS is a great third party option and is very easy to set up.

ISP Filtering Services

Most major ISPs (Internet Service Providers) provide parental controls that allow you to adjust the nature of content available to each screen name. These services are not always widely publicized. Typically, you need to request and pay for additional controls. Contact your ISP to find out what type of content filtering services they offer.

Content Filtering Routers

Many new routers come with options to filter content which means the filtering you set up will be applied to all computers/devices in your network. Router-based filtering can be more complex to set up, but is also more difficult to bypass. There is an initial purchase cost, plus an annual subscription fee. Most companies that sell routers will be able to provide you with information regarding which content filtering router is right for you.

Client Internet Filtering

There are many types of software applications that may be installed on your computer to filter content. Internet filter software adds a strong, additional layer of defense, providing an added measure of control and peace of mind. Many come as part of a software package that also provides virus protection, pop-up blockers, and other security features.

*No internet filter provides 100% guaranteed protection. SPSD makes their best effort to protect students from inappropriate content while on school networks.

Appendix D

Student Use of the Internet and Electronic Communications

The Internet and electronic communications (email, chat rooms and other forms of electronic communication) have vast potential to support curriculum and student learning. The Board of Education believes they should be used in schools as a learning resource to educate and to inform.

Use of the Internet and electronic communications require students to think critically, analyze information, write clearly, use problem-solving skills, and hone computer and research skills that employers demand. Use of these tools also encourages an attitude of lifelong learning and offers an opportunity for students to participate in distance learning activities, ask questions of and consult with experts, communicate with other students and individuals, and locate material to meet educational and personal information needs.

The Internet and electronic communications are fluid environments in which students may access materials and information from many sources, including some that may be harmful to students. While it is impossible to predict with certainty what information students might locate or come into contact with, the district shall take all reasonable steps to protect students from accessing material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board. Students shall take responsibility for their own use of district computers and computer systems to avoid contact with material or information that may be harmful to minors.

Blocking or Filtering Obscene, Pornographic, and Harmful Information

Software that blocks or filters material and information that is obscene, child pornography or otherwise harmful to minors, as defined by the Board, shall be installed on all district computers having Internet or electronic communications access. Students shall report access to material and information that is obscene, child pornography, harmful to minors or otherwise in violation of this policy to the supervising staff member. If a student becomes aware of other students accessing such material or information, he or she shall report it to the supervising staff member.

No Expectation of Privacy

District computers and computer systems are owned by the district and are intended for educational purposes at all times. Students shall have no expectation of privacy when using the Internet or electronic communications. The district reserves the right to monitor, inspect, copy, review, and store (at any time and without prior notice) all usage of district computers and computer systems, including all Internet and electronic communications access and transmission/receipt of materials and information. All material and information accessed/received through district computers and computer systems shall remain the property of the School District.

Unauthorized and Unacceptable Uses

Students shall use district computers and computer systems in a responsible, efficient, ethical, and legal manner.

Because technology and ways of using technology are constantly evolving, every unacceptable use of district computers and computer systems cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following.

No student shall access, create, transmit, retransmit, or forward material or information:

- That promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacturing or purchasing of destructive devices or weapons

- That is not related to district education objectives

- That contains pornographic, obscene or other sexually-oriented materials, either as pictures or writings, that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex, or excretion

- That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies

- For personal profit, financial gain, advertising, commercial transaction, or political purposes

- That plagiarizes the work of another without express consent

- That uses inappropriate or profane language likely to be offensive to others in the school community

- That is knowingly false or could be construed as intending to purposely damage another person's reputation

- In violation of any federal or state law or district policy, including but not limited to copyrighted material and material protected by trade secret

- That contains personal information about themselves or others, including information protected by confidentiality laws

- Using another individual's Internet or electronic communications account without written permission from that individual

- That impersonates another or transmits through an anonymous remailer
- That accesses fee services without specific permission from the system administrator

Security

Security on district computer systems is a high priority. Students who identify a security problem while using the Internet or electronic communications must immediately notify a system administrator. Students should not demonstrate the problem to other users. Logging on to the Internet or electronic communications as a system administrator is prohibited.

Students shall not:

- Use another person's password or any other identifier
- Gain or attempt to gain unauthorized access to district computers or computer systems
- Read, alter, delete, or copy, or attempt to do so, electronic communications of other system users

Any user identified as a security risk, or as having a history of problems with other computer systems, may be denied access to the Internet and electronic communications.

Safety

In the interest of student safety, the district shall inform students about appropriate online behavior, including cyberbullying awareness and response, and interacting on social networking sites and in chat rooms.

Students shall not reveal personal information, such as home address or phone number, while using the Internet or electronic communications. Without first obtaining permission of the supervising staff member, students shall not use their last name or any other information that might allow another person to locate him or her. Students shall not arrange face-to-face meetings with persons met on the Internet or through electronic communications.

Vandalism

Vandalism will result in cancellation of privileges and may result in school disciplinary action, including suspension or expulsion, and/or legal action. Vandalism is defined as any malicious or intentional attempt to harm, destroy, modify, abuse, or disrupt operation of any network within the School District or any network connected to the Internet, operation of any form of electronic communications, the data contained on any network or electronic communications, the data of another user, usage by another user, or district-owned software or hardware. This includes, but is not limited to, the uploading or creation of computer viruses and the use of encryption software.

Unauthorized Software

Students are prohibited from using or possessing any software that has been downloaded or is otherwise in the user's possession without appropriate registration and payment of any fees owed to the software owner.

Assigning Student Projects and Monitoring Student Use

The District will make every effort to see that the Internet and electronic communications are used responsibly by students. It is the responsibility of all staff members to monitor students' online activity for appropriate behavior, help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. Students shall have specifically defined objectives and search strategies prior to accessing material and information on the Internet and through electronic communications.

All students shall be supervised by staff while using the Internet or electronic communications at a ratio of at least one staff member to each 30 students. Staff members assigned to supervise student use shall have received training in Internet and electronic communications safety and monitoring of student use using Go Guardian for Teachers.

Student Use is a Privilege

Use of the Internet and electronic communications demands personal responsibility and an understanding of the acceptable and unacceptable uses of such tools. Student use of the Internet and electronic communications is a privilege, not a right. Failure to follow the use procedures contained in this policy shall result in the loss of the privilege to use these tools and restitution for costs associated with damages, and may result in school disciplinary action, including suspension or expulsion, and/or legal action. The School District may deny, revoke or suspend access to district technology, or close accounts at any time.

Students and parents/guardians shall be required to sign the District's Acceptable Use Agreement annually before Internet or electronic communications accounts shall be issued or access shall be allowed.

School District Makes No Warranties

The School District makes no warranties of any kind, whether expressed or implied, related to the use of district computers and computer systems, including access to the Internet and electronic communications services. Providing access to these services does not imply endorsement by the district of the content, nor does the district make any guarantee as to the accuracy or quality of information received. The district shall not be responsible for any damages, losses, or costs a student suffers in using the Internet and electronic communications. This includes loss of data and service interruptions. Use of any information obtained via the Internet and electronic communications is at the student's own risk.

Revised: August, 2016

LEGAL REF.:   20 U.S.C. 6801 *et seq. (Elementary and Secondary Education Act)*
                47 U.S.C. 254(h) *(Children's Internet Protection Acts of 2000)*
                47 U.S.C. 231 *(child Online Protection Act of 1998)*
                C.R.S. 22-87-101 *et seq. (Children's Internet Protection Act)*

ST PAUL SCHOOL DISTRICT
Student Use of the Internet and Electronic Communications
(Annual Acceptable Use Agreement)

STUDENT

I have read, understand, and will abide by the District's policy on Student Use of the Internet and Electronic Communications. Should I commit any violation or in any way misuse my access to the school district's computers or computer system, including use of the Internet and electronic communications, I understand and agree that my access privileges may be revoked and disciplinary and/or legal action may be taken.

If I am 18 years or older, I hereby release St Paul School District from all costs, claims, damages, or losses resulting from my use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to, any user fees or charges incurred through the purchase of goods or services.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications and understand its significance.

_____   _____
Student's Name (printed)   Date of Birth

_____   _____
Student's Signature   Date

PARENT OR GUARDIAN

If the user is under 18 years of age, a parent or guardian must also sign this Agreement.

As the parent or guardian of this student, I have read the district's policy on Student Use of the Internet and Electronic Communications. I understand that access to the Internet and electronic communications is designed for educational purposes and that the school district has taken reasonable steps to block or filter material and information that is obscene, child pornography, or otherwise harmful to minors, as defined by the Board. I also recognize, however, that it is impossible for the school district to prevent access to all materials or information I might find harmful or controversial and I agree not to hold St Paul School District responsible for any such materials and information accessed by my child. Further, I accept full responsibility for supervision if and when my child's Internet or electronic communications use is not in a school setting.

I hereby release St Paul School District from all costs, claims, damages, or losses resulting from my child's use of district computers and computer systems, including use of the Internet and electronic communications, including but not limited to any user fees or charges incurred through the purchase of goods or services.

I hereby give permission to issue an Internet and electronic communications account for my child and certify that the information contained on this form is true and correct.

Your signature on this Acceptable Use Agreement is binding and indicates you have read the school district's policy on Student Use of the Internet and Electronic Communications carefully and understand its significance.

_____
Parent/Guardian's Name (printed)

_____   _____
Parent/Guardian's Signature   Date

Appendix E

Annual SPSD Chromebook User Agreement

Chromebook Protection Plan

Agreement must be signed by the student AND parent/guardian.

❏ I am submitting $25 for the Chromebook Protection Plan and understand the coverage outlined in Section 4 of the SPSD Chromebook Procedures & Information Handbook.

Method of Payment (circle one)   **Cash**   **Check**   **Pay Schools**

❏ I am opting out of the Chromebook Protection Plan and understand the coverage outlined in Section 4 of the SPSD Chromebook Procedures & Information Handbook.

As a user of the St Paul Schools computer network and a district-issued Chromebook, I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures & Information Handbook*:

Student Name (PRINT) _____

Student Signature _____ Date_____

I acknowledge receipt of and hereby agree to comply with the user requirements contained in the *Chromebook Procedures & Information Handbook*:

Parent Name (PRINT) _____

Parent/Guardian Signature _____ Date_____