



**Warren County Board of Education
Administrative Offices
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**Parent/Guardian & Student
Computer/Acceptance and Permitted Use of School Owned Equipment Agreement**

In support of Warren County Schools' technology initiative, teachers will begin integrating technology for instruction, assignments, projects, research and assessment. In addition, Warren County School District, will issue a Chromebook device and accessories to participating students for educational use. Ownership of all such devices and accessories shall remain with the Warren County Board of Education.

Steps necessary for your child to be issued a district owned device

- ☐ Parent/guardian and student will read and discuss the WCBOE Computer/Acceptable Use Policy
- ☐ Parent/guardian and student will sign the Computer/Acceptable Use Policy acknowledging acceptance of all terms and return it to the child's school
- ☐ Parent and student will read and discuss this Computer/Acceptance and Permitted Use of School-owned Equipment Agreement
- ☐ Parent/guardian and student will sign the Computer/Acceptance and Permitted Use of School Owned Equipment Agreement acknowledging their acceptance of all terms and return signed agreement to the child's school.
- ☐ Parent/guardian and student will read and discuss the Student Email Summary and Permission form
- ☐ Parent/guardian and student will sign the Student Email Summary and Permission form acknowledging their acceptance of all terms and return the signed agreement to the child's school.

Upon receipt of the signed agreement, what will your student receive?

- ★ Charge Cord
- ★ Device Dell Chromebook (No marks or stickers on device)
- ★ Hard Shell for Chromebook

Software/Program Access Provided to the Students on the Device

Google Account

- Google Docs
- Google Slides
- Google Forms
- Google Sheets
- Google Drive
- Gmail
- Google Calendar
- Security/Filter

CARE AND CONTROL OF THE DEVICE

The device to be issued is an educational tool and should only be used in that capacity. Once the device is issued to the student and his/her family, the student is responsible for it at all times.

Students and parent/guardian are responsible for all items assigned to them at the school level.

The device should be in the possession of the student to whom it is assigned or locked in a secure location at all times and not left unattended (during lunch, in the locker room, after school, before-during or after extra-curricular activities, etc.). If a computer is found, it must be turned in immediately to the Chromebook Manager or school office.

Proper care of the device is important to keep it in good working order and to allow the student continued use of the device throughout the year.

All devices should be kept away from food and drinks. The hard shell cover should remain on the computer at all times. The parent/guardian will supervise student use of the computer at home.

The student/parent/guardian will report any problems with the computer to the school.

A student is only permitted to use the computer issued to him or her. Use of devices issued to another student is prohibited.

The student is responsible for fully charging the computer at home each night. Please leave the Chromebook charger at home.

Computers should be brought to school every day for use during classes. Failure to return the computer to school for classroom use will result in a student's inability to participate in important aspects of this learning initiative and could inhibit mastery of subject matter standards. Repeated failure to return the device for classroom use may result in disciplinary action or the student's forfeiture of the device or of the right to remove the device from the classroom.

Failure or refusal to take proper care of the device or deliberate destruction to the device may result in disciplinary action.

PERMITTED USE OF THE DEVICE

Warren County Schools Internet Policies and Procedures will be strictly enforced when accessing the Internet from the Chromebook or any other school owned device or device used on school property. Students who circumvent the filtering process will be in violation of school board policy. Violation of these policies may result in disciplinary action.

In order to shield students from inappropriate internet content and safeguard school property, security/filter will be preinstalled on every device. This software will enable Warren County Schools to:

See detailed browsing histories of every chromebook user.

View trends in your users' searches, videos, docs, apps and extensions.

Push stolen devices in anti-theft mode, screenshots, keylogs, and webcam pictures.

- Filter content.
- Students will be provided all allowable software on the device. Swapping, reconfiguring, or tampering with hardware or existing software is strictly prohibited and will result in disciplinary action. This includes, but is not limited to, the following:
 - Altering or removing any software setting(s) or hardware components
 - Deleting programs or altering setups
 - Installing unauthorized software or downloading unauthorized files, viruses, games, programs, or other electronic media - prohibited for student and parent/guardian
 - Adding or changing passwords, or other lockout devices
 - Putting physical marks or deliberately damaging any storage cases or equipment such as removing keys or defacing hardware

REPAIR OF DAMAGED OR NON-WORKING DEVICES

If a device is damaged or is otherwise not in proper working order, the student/parent/guardian shall not attempt to repair the computer nor attempt to clean it with anything other than a soft dry cloth. Instead, the student should immediately notify either the teacher or Chromebook Manager of the issue. The teacher or the chromebook manager will contact the district's technology department for guidance or technical support. The district technology department will assist with hardware and software troubleshooting and support.

RETURN OF THE DEVICE AND ACCESSORIES TO ISSUING SCHOOL

The student will return the device and accessories to the issuing school at the end of the year and/or when requested by school administration. If the student transfers to another school within Warren County or withdraws as a student from the district, the student shall return the device to the issuing school.

If the computer is not promptly returned within 5 school days of any triggering event, the district may report it stolen and file an appropriate report.

LIABILITY FOR CARE AND USAGE OF DEVICE

Chromebooks, hard shell covers and chargers are all inventoried property of Warren County Board of Education. All inventoried items must be accounted for during the student's period of use and returned in good working order at the end of the school year, upon transfer or withdrawal of the student, or upon request by the school.

If the device is lost or stolen while signed out to a student, please notify the principal and cooperate with the principal in the filing of a police report. The board may require restitution of property at market value or damages where appropriate.

If an issued charger cord is lost or stolen, the student/parent/guardian shall be responsible for replacement of the cord which will be purchased from the school.

Neither the school or district, nor any employees of either, assumes any liability or responsibility for any unauthorized charges, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal or unauthorized use of its computers. Such as copyright violations. Such charges or violations shall remain the sole responsibility of the student/parent/guardian.

Any inappropriate use or destructive use of a device, hard shell or charge cord should be reported to the teacher immediately and may result in Parent/guardian notification, school discipline.

Computer/Network Rules and Guidelines

1. Warren County Schools maintains administrative control of the device and the district's technology infrastructure. At any time, a teacher or WCBOE employee may access any information on the student computer including email and Internet history. A student has no privacy interest or any expectation of privacy in the device.
2. Warren County Schools acceptable use policies and procedures shall be followed at all times.
3. A student who violates any Warren County policies and procedures will be subject to disciplinary sanctions as outlined in the Code of Student Conduct.
4. Personal information should never be shared over the Internet. If a student is asked for personal information, a teacher or administrator shall be notified immediately.
5. The student/parent/guardian is not permitted to view, send, or display obscene, profane, lewd, vulgar, rude, disrespectful, threatening, or inflammatory language, messages, or pictures.
6. The student/parent/guardian is not permitted to use the computer in any way that would cause harm to others or damage to their property.
7. If a student is harassed online in any way, a teacher or administrator should be notified immediately and appropriate measures will be taken to address the concern.
8. If a student accidentally accesses an inappropriate website, this should be reported immediately to a teacher or administrator. The student should close the site, but note the web address, date and time of this incident.
9. Electronic communication should be used only for appropriate, legitimate, and educational purposes.
10. The student/parent/guardian must comply with all copyright laws.
 - a. Access to any unreported inappropriate sites, involvement in online harassment or other violation of WCBOE rules or policy will result in: parent/guardian notification, school discipline, and/or criminal prosecution.

Frequently Asked Questions

Am I allowed to connect my home printer to my school Chromebook?

The use of home printers is not supported by Warren County Schools. Anything that a student is required to print should be printed at school. Printer drivers should not be installed at home.

Is it a requirement for my student to bring his/her Chromebook home every night?

Yes. The device is the responsibility of the student. The device should be returned to school charged daily if possible.

Should I bring my Chromebook charger to school?

No. Store the charger at home to avoid the risk of misplacement at school.

What types of social networking activities are considered appropriate?

No personal social networking sites such as Twitter, Facebook, etc. should be used on your device unless the classroom teacher allows access to meet curriculum standards.

Are parents expected to monitor usage to prevent unacceptable use of technology?

Ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow on the use of the Internet just as they do on the use of all media information sources such as television, telephones, movies, and radio.

Will students keep Chromebooks over the summer break?

No. Students will turn in their laptop before summer break.

What should a student do if their Chromebook is lost or stolen?

The student should report the incident to either their teacher or the chromebook manager, who will in turn report it to administrators.

Access is a privilege, not a right, and entails responsibility.

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1. By signing the Warren County Schools Computer Acceptance and Permitted Use of School Owned Equipment Agreement the student and parent/guardian agree to abide by the Warren County Schools Student Access to Electronic Media and abide by all local, state, and federal laws, rules and regulations.
 2. By signing the Warren County Schools Computer Acceptance and Permitted Use of School Owned Equipment Agreement, the student and parent/guardian agree to comply with Warren County Schools Student-Parent Handbook.
 3. By signing the Warren County Schools Computer Acceptance and Permitted Use of School Owned Equipment Agreement the student and parent/guardian agree to comply with all copyright laws.
 4. By signing the Warren County Schools Computer Acceptance and Permitted Use of School Owned Equipment Agreement the student and parent/guardian agree to abide by the Warren County Schools Student Bullying and Harassment and Cyberbullying Policies.
 5. By signing the Warren County Schools Computer Acceptance and Permitted Use of School Owned Equipment Agreement the student and parent/guardian acknowledge that both Warren County Schools Policies and Procedures and the Warren County Schools Student-Parent Handbook state that students and parent/guardian are responsible for all items assigned to them at the school level and the board may require restitution of property and damages where appropriate.
 6. By signing the Warren County Schools Computer Acceptance and Permitted Use of School Owned Equipment Agreement the student and parent/guardian acknowledge that any student who violates Warren County Schools policies will be subject to disciplinary sanctions as outlined in the Code of Student Conduct as well as possible criminal prosecution.

I hereby agree to abide by the terms specified in the Warren County Schools Computer Use Agreement.

Printed Student Name: _____

Student Signature: _____

Date: _____

Printed Parent Name: _____

Parent Signature: _____

Date: _____