

# Cameron ISD Chromebook Loan Agreement 2017 - 2018

**NAME:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Items Issued:** Chromebook \_\_\_\_\_, Charger \_\_\_\_\_, & Case \_\_\_\_\_.

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is the property of Cameron ISD of Cameron, TX, and is herewith being loaned to the student/staff member for educational purposes for the academic school year or until further notice. The equipment may not be defaced or destroyed in any way. Inappropriate material on the machine may result in the student/staff member losing his/her right to use this computer. The equipment will be returned to the school on a date to be requested or sooner if the student is discharged from the school prior to the end of the school year.

Failure to return the equipment to the District as called for by this Loan Agreement may result in replacement fees, serious legal consequences to the Borrower, as well as student disciplinary measures being taken against the Borrower. The replacement fees are as follows: Chromebook \$285, Charger \$60, Case \$40, Screen \$50. Devices may be checked or recalled at any given time with or without announcement.

If the District Property is stolen, the Borrower is responsible for filing a police report and submitting the police report, along with a \$40 fee, to the campus principal or designee as soon as possible. If a police report is not filed, the Borrower will pay the replacement fees listed in the above paragraph.

If the District Property is damaged while in the Borrower's possession, the Borrower is responsible for notifying the campus principal or designee as soon as possible so repair can be made. If the Chromebook or other equipment is damaged, the Borrower will pay according to the damage pay schedule and be subject to additional school disciplinary action.

The District Property may only be used by the Borrower listed above. The Borrower may not loan their equipment to another student or adult. The Borrower is responsible for the issued equipment at all times. Any damages accrued, at any time, are the responsibility of the Borrower. The Borrower will be responsible for any lost/damaged fees associated with the equipment (usually 50% of the cost of the repair - Example: Broken Screen \$100 - Cost to Student/Parent would be \$50).

The District Property may be used by the Borrower only for non-commercial purposes, in accordance with the district's policies and rules. Any included software may be used only in accordance with the applicable license, and it is the Borrower's responsibility to be familiar with and to comply with the provisions of such license.

The District is not responsible for any computer or electronic viruses that may be transferred to or from the device and Borrower agrees to use the Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in the Borrower's possession.

Borrower acknowledges and agrees that the Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges Borrower's responsibility to protect and safeguard the District Property and to return the same in good condition and repair.

**We have read this Parent/Guardian and Student Agreement and understand our responsibilities in the use of the Chromebook, computer network, Internet, and other applicable equipment. We also understand all the policy and procedural expectations and obligations related to the 1:1 (one to one) Mobile Device Initiative Cameron ISD has implemented.**

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

## **Cameron ISD Chromebook Loan Agreement 2017 - 2018**

***\*\*\*This begins information contained on the signature page, which was required to be signed and returned to the school. This copy is for parent & student reference\*\*\****

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# Cameron ISD Chromebook Loan Agreement 2017 - 2018

Cameron ISD is pleased to offer our junior high and high school students a Google Chromebook through the CISD Technology Lending Program. Use of the wireless network will provide Cameron ISD students access to numerous applications and the Internet for educational purposes. Cameron ISD believes that teaching using 21<sup>st</sup> Century tools will improve the educational opportunities for our students.

These devices may also access the student's home Internet through WIFI. Internet access away from school is critical to the success of the program and more importantly, the student.

We hope that you share our excitement of being able to offer the mobile devices as an instructional resource to our students and teachers in Cameron ISD. The impact on teaching and learning will be enormous. Our students will gain access to up-to-date information and will be able to use this information to enhance learning. In addition, their technology skills will increase and better prepare them for higher education and the workforce. As with any initiative, there will be constant assessment and necessary changes to make this project work to the maximum benefit of our students. We are committed to that goal.

This Agreement represents an outline of the Responsible Use Agreement and Procedures. By signing this Agreement, students and parents/guardians agree to follow the Processes and Procedures. Students and parents/guardians are encouraged to read and understand these Processes and Procedures prior to signing this Agreement.

Access to the Cameron ISD computers and systems is a privilege, not a right. Violating the letter or spirit of the regulations may be cause to deny a student access to the Cameron ISD computers and systems, and/or may result in more serious disciplinary action(s) and/or financial obligations.

## **Responsibilities of Stakeholders:**

### **General Care of the Chromebooks**

- Treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- If the Chromebook is damaged or not working properly, it must be turned in to the campus administration for repair or replacement. Parents/guardians and students are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the Chromebook.
- Keep your Chromebook inside the school-issued case and keep the cover on it when transporting it. It is also highly recommended that you transport the Chromebook in a shoulder bag/backpack.
- Do not leave your Chromebook in an unsecured area. For example, if you leave your Chromebook in your locker, you **MUST LOCK THE LOCKER!**
- Do not loan the Chromebook to anyone. Remember, you are responsible for the Chromebook and any damages that occur to it.
- Protect the Chromebook by unplugging the power supply when transporting it.
- Protect the display by using the cover when moving the Chromebook.
- Students are expected to treat their Chromebook with care and respect. The Chromebook and case are the property of Cameron ISD, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving, or otherwise defacing the Chromebook will result in loss of privileges and disciplinary consequences. The case may be personalized.
- Students should write their name on the Chromebook Case.
- Students should not use their Chromebook while walking, on the bus, or otherwise being transported. Chromebooks should only be used while they are on a flat, stable surface such as a table. Chromebooks can be fragile, and if they are dropped, they may break.

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- Students should protect their Chromebook from extreme heat or cold. Chromebooks should never be left in a car, even if the car is locked.
- Chromebooks should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their Chromebook, or use their Chromebook near others who are eating or drinking.
- Heavy objects should never be placed or stacked on top of your Chromebook. This includes books, musical instruments, sports equipment, etc.
- Students should use care when plugging in and unplugging their power supply.

### General Use of the Chromebook and the Cameron ISD Network System

Cameron ISD fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. **Use the following regulations as a guide when using district computers, mobile devices, or our network:**

- Follow the Cameron ISD Responsible Use Agreement when using the Internet at home or at school.
- Any inappropriate or careless use of a computer or mobile device should be reported to a teacher or other staff member immediately.
- Students must immediately report theft or damage to a campus administrator or designee. For hardware and software problems, students must take their Chromebook to a campus administrator or designee.
- In addition, if the Chromebook is stolen, parents/guardians should immediately report the theft to the local police. A police report must be filed and submitted to the principal as soon as possible, along with a \$40 fee.
- Do not remove programs or files that are pre-installed from the Chromebook.
- Honor your family's values when using the Internet. Parents will discuss family values and expectations regarding the use of the Internet at home. Parents will supervise their child's use of the Chromebook at home.
- Do not give personal information when using the Internet.
- The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the CISD faculty.
- During instructional time, game playing on Chromebooks is not allowed unless the game is directly related to a school assignment or activity.
- E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
- Students may access only those files that belong to them or which they are certain they have permission to use. Students are expected to follow all copyright laws.
- Students are expected to only access teacher authorized sites at the appropriate times.
- Students are expected to notify their teacher immediately if they accidentally access an inappropriate site.
- Students may only use their assigned network drive to store school related files.
- Students should always protect their use account by locking the Chromebook when not using it.
- Each Chromebook is assigned to an individual student. Students should never "swap" their Chromebook with another student. Chromebooks should be in a student's possession or secured at all times.
- Students will never share their password with another student. Passwords should always be kept confidential. This pertains to the Chromebook password, email password, and the network password.
- Students are responsible for saving or backing up their documents.
- Students should never attempt to "hack" into any computer system or engage in unauthorized use of the network.
- All users must agree to never maliciously damage or steal school computer equipment or electronic data. All users must respect the Chromebooks of other students and teachers.
- All users must agree to never change the settings of school-supplied software.

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## Daily Preparation Tasks

- Recharge the Chromebook battery every night. **Very few classes will have this capability, so avoid any potential problems by charging them each night at home.**
- Bring the Chromebook to school every day and have it ready to use at the beginning of each class.
- If a student fails to bring their fully charged Chromebook to school each day, consequences will be determined by a campus administrator.
- Students who do not have permission to take their Chromebook home may pick up their Chromebook in a designated location each morning, and are required to return their Chromebook to the same location at the end of each school day.

## Using the Computer/Mobile Device for Internet and E-mail

- Students and parents/guardians understand that Cameron ISD does not have control over information found on the Internet. **While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the computer while at home or anywhere off campus.** It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
- Students should be aware that Internet access and e-mail, and other media that are accessed, created, or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, and for any reason.

## Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their mobile device in accordance with these Policies and Procedures, and the District Responsible Use Agreement and any applicable laws. Failure to use this device in an appropriate manner will result in consequences, as determined by the staff and administration of Cameron Independent School District. Students checking out of school will turn in their Chromebook, charger, and case. Students assigned to AEP or expelled, for whatever reason, will turn in their Chromebook, charger, and case.

**Students who leave the District and fail to turn in their Chromebooks and related equipment will have felony theft charges filed against them immediately upon the District's knowledge of such an event. The District will prosecute the occurrence to the fullest extent of the law.**