



# LENAPE VALLEY REGIONAL HIGH SCHOOL

## School-Provided Chromebook Program Guide

Dear Lenape Families,

One Chromebook and its power adapter are being lent to the student-borrower (student) and are in good working order. It is the student's responsibility to care for the equipment and insure that it is kept in proper working order.

This equipment is, and at all times remains, the property of Lenape Valley Regional High School and is being lent to the student for educational purposes only for the academic school-year. The student may not deface or destroy this property in any way. Inappropriate use of the device may result in the student losing the privilege to use this device. The equipment will be returned when it is requested by school, if the student withdraws from the school, or as circumstances dictate.

This equipment will be used in a manner according to the rules and regulations of *Board Policy 7523: School District Provided Technology Devices to Pupils*, and the Student Network Responsibility Contract that the student signed.

Applications (Apps) provided by the District, remain the property of the District. Accounts must be maintained and updated with only District approved updates and applications. Chromebooks may not be disassembled, repaired, hacked, jail-broken or subverted in any way. The student should be aware that this device is capable of tracking information and while the district will not actively track such information, various applications may be utilized in such a manner. The district shall not be responsible for the tracking or monitoring of any Student activity through the use of the equipment however may, from time to time consistent with the business purposes of the district, may review the Student's usage of this equipment.

The Lenape Valley Regional High School District network is provided for the academic use of all students and staff. The student agrees to take no action that would interfere with the efficient and academic use of the network. In the event the student utilizes the device for any purpose outside of academic use, the district shall bear no responsibility for any consequences of such improper use and may provide to law enforcement officials either the equipment or information garnered from the equipment.

Identification and inventory labels/tags have been placed on the Chromebook. These labels/tags are not to be removed or modified. If they become damaged or missing, immediately contact the building Media Center Director for replacements. Additional stickers, labels, tags, or markings are not to be added to the Chromebook or case.

The Lenape Valley Regional High School District is not responsible for any lost data.

## Parent Responsibilities

Your child has been issued a Chromebook to improve and personalize his/her education this year. ***Talk to your child about how to use this device. If your child abuses the use of this Chromebook his/her use may be abridged or abbreviated, e.g. he/she may not be allowed to take the device home at night.*** It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this device.

In order to ensure the proper use and maintenance of the equipment, you agree as the student's parent or guardian as follows:

- ◆ I will supervise my child's use of the school-issued Chromebook at home.
- ◆ I will discuss the district's expectations and rules regarding appropriate use of the Internet and e-mail and will supervise my child's use of the Internet and e-mail.
- ◆ I will not attempt to repair the Chromebook or to clean it with anything other than a soft, dry cloth.
- ◆ I will report within 24 hours any lost, stolen, or damaged Chromebook to school's Media Center.
- ◆ I understand that I will bear responsibility for the theft or loss of the device – a \$365 replacement cost.
- ◆ I understand that the district will repair two instances of physical damage deemed repairable by the district. I understand that I bear full responsibility for the replacement of the Chromebook at a cost of \$365 on the third incident of physical damage.
- ◆ I understand that I bear full responsibility for physical damage to the Chromebook deemed to be unrepairable by the district as follows: damage caused by abuse or neglect, installation of unauthorized software, or unauthorized modifications.
- ◆ I am aware that power cords and power chargers will not be replaced, unless there is an issue due to faulty manufacturing.
- ◆ I will make sure my child brings the Chromebook to school every day fully charged.
- ◆ I understand that if my child comes to school without his/her Chromebook that he/she may not be able to participate in classroom activities.
- ◆ I agree to make sure that the Chromebook is returned to the school when requested and upon my son's/daughter's withdrawal from Lenape Valley regional High School.
- ◆ I understand that until I submit Page 5 of this document to the Main Office, my child will NOT be issued a Chromebook.

## Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to take your Chromebook home each day, you must accept the following responsibilities.

- ◆ When using the Chromebook at home, at school, and anywhere else I may take it, I will follow the rules of the Lenape Valley Regional High School District, and abide by all local, state, and federal laws.
- ◆ I will not use my Chromebook to post or create anything considered bullying or harassment.
- ◆ I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- ◆ I will not remove district provided applications or configuration profiles from the Chromebook.
- ◆ I will not attempt to circumvent the web filter in any manner.
- ◆ I will not share or loan my Chromebook to others.
- ◆ I will not give out personal information when using the Chromebook.
- ◆ I will bring the Chromebook to school every day.
- ◆ I will recharge the Chromebook battery each night.
- ◆ If my Chromebook is lost/stolen or damaged in any way I report it to the media specialist within 24 hours.
- ◆ I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- ◆ I will return the Chromebook when requested and upon leaving the Lenape Valley Regional School District
- ◆ I will place my Chromebook in a secure location when not in use (locked up when possible).
- ◆ I realize that the Chromebook is the sole property of the Lenape Valley Regional High School District and may be inspected by school staff at any time.

The undersigned acknowledges the parent and student responsibilities. The undersigned also acknowledge the failure of a timely return of the Chromebook and power adapter when scheduled or when requested shall result in liability by both parent and child for the value of the Chromebook. The parties acknowledge the value of the Chromebook shall be \$365.00. Parents are signing this agreement as guarantors for their child/children.

## Chromebook Insurance Option

Lenape Valley Regional High School is offering families the option of purchasing insurance for their child's school-issued Dell Chromebook. The cost of this insurance is \$30.00.

What is covered: repair to any accidental damage or manufacturer's defect. With the purchase of insurance, should your child's device need to be sent out by our staff for extraordinary repairs, your child will be able to use a school-provided Chromebook for the duration of the repair period. What is not covered: damage from neglect, malicious treatment, and the cost of loss or theft.

If you will not be participating in the insurance option, you will be financially responsible for any accidental damage to the device or components of the device (e.g., cracked screen, lost battery charger, etc.).

If you would like to participate in the insurance option, please complete this form with a check or money order for \$30 made out to "Lenape Valley Regional High School" and submit it to the Main Office on the first day of school.