

Louisville City School's Chromebook Loan Agreement



Blended Learning

Louisville City Schools are very excited to announce the implementation of Blended Learning and our one-to-one Chromebook initiative. Blended Learning is an instructional method which combines traditional instructional methods and an online component. Utilizing a blended learning approach to education will increase student engagement, provide more opportunities for small group/individual instruction, improve critical thinking/problem solving skills, and allow for individualized student pacing.

In order to accomplish the goal of blended learning, Louisville City Schools will be moving to a one-to-one program with Lenovo Chromebooks. One-to-one refers to each student having his or her own personal Chromebook. For the past year the Louisville City Schools has been researching blended learning instructional models and is prepared to utilize the Chromebooks on a daily basis. We are aware that every student having their own Chromebook may cause some pause or anxiety with our parents. As a school district we are committed to providing the best possible education for our students.

Louisville City Schools will be utilizing Schoology as our learning management system (LMS). Schoology is a free, safe, and secure online program app that allows all of our teachers to manage their online content. I encourage all of our parents to talk with your student and stay abreast of their activities. The advantage to utilizing Schoology is that all of their assignments, classes, calendars, and discussions will be in one central location. During the first week of school, teachers will assist students in signing up for their Schoology account, and help to familiarize the students with the program.



schoolology[®]
learn. together.

Responsibilities

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer:

- The Chromebook is school property and is subject to search at any point.
- I will supervise my child's use of the Chromebook at home (including apps, internet search, videos, pictures, and email).
- I will discuss our family's values and expectations regarding the use of the Internet and email at home,
- I will not attempt to repair the Chromebook, nor will I attempt to clean it with anything other than a soft, dry cloth,
- I will report to the school any problems with the Chromebook.
- I will make sure my child recharges the Chromebook battery nightly,
- I will make sure my child brings the Chromebook to school every day,
- I understand that if my child comes to school without the Chromebook, I will be called to bring it to school,
- I agree to make sure the Chromebook is returned to school when requested and upon my child's withdrawal from Louisville City Schools. □

Student Responsibilities

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

- The Chromebook is school property and is subject to search at any point. Students should not possess any inappropriate material on their Chromebook. Apps, video, and music with the rating of Mature should not be present at any time on the Chromebook.
- When using the Chromebook at home, at school, and anywhere else I may take, it, I will follow the policies of Louisville City Schools, especially the Student Code of Conduct and Acceptable Use Policy, and abide by all local, state and federal laws,
- I will not give personal information when using the Chromebook.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not lend the Chromebook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not remove programs or files from the Chromebook.
- I will make sure I charge my Chromebook every night and bring it to school every day.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication,
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students,
- I will not attempt to repair the Chromebook, I will seek technical assistance from school personnel.
- I will return the Chromebook when requested and upon my withdrawal from Louisville City Schools.

Louisville City Schools Acceptable Use Policy

The District is pleased to provide our staff and students with access to interconnected computer systems within the District and to the Internet via a worldwide network that provides various means of accessing significant educational materials and opportunities. In order for the District to continue making its computer network and Internet access available, all staff members must take responsibility for appropriate and lawful use of this access. Staff members and students must understand that one person's misuse of the network and/or Internet access may jeopardize the ability of all users to enjoy such access. Teachers and other staff members will make reasonable efforts to supervise student use of network and Internet access and develop policies that promote student cooperation in exercising and promoting responsible use of this access. Upon employment, each staff member will be assigned an email account that should be checked at least once daily. Students may also be provided with an email account and will be instructed on its use in accordance to the adopted Ohio Academic Content Standards for Technology.

The District recognizes the need to prevent students from accidentally or intentionally accessing inappropriate material via the Internet. To that end, the District has instituted the use of an Internet filter that prevents access to many sites that are known to violate the District's Acceptable Use Policy (AUP) and Internet Safety Policy. Filters are, however, imperfect devices and are not a reliable substitute for monitoring students' activities by their teachers and/or by other staff. Students should be guided to appropriate sites being monitored by staff members since the filter may not prevent some students from reaching inappropriate material. Staff and students may be permitted to use their own personal communications equipment. Staff members should be especially vigilant in monitoring student use of personal electronic communication equipment if permitted. The use of personal communications equipment must be for educational purposes only or as directed by the student handbook.

The District recognizes the need to provide age-appropriate education about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and in cyber bullying awareness and response. The District has an adopted curriculum in place to ensure the proper education of all students in regards to Internet safety. The District will inform parents and the community of its policy JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence) and issue reports as required by policy JFCF.

Attached is the Acceptable Use and Internet Safety Policy ("Policy") of the District and the Data Acquisition Site that provides Internet access to us. Upon reviewing, signing, and returning this policy and agreement as having been directed, each staff member will be given access to network resources and will agree to follow the policy.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the Superintendent of Louisville City Schools. If any user violates this policy and agreement, he/she access may be subject to disciplinary action.

1. Personal Responsibility

By signing this policy and agreement, you are agreeing not only to follow the rules in this policy and agreement, but are also agreeing to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property.

2. Term of The Permitted Use

A staff member who submits to the District, as directed, a properly signed policy and agreement and follows the policy to which he/she has agreed will have computer network and Internet access.

3. Acceptable Uses

A. Educational Purposes Only. The District is providing access to its computer networks and to the Internet for educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the Superintendent of Louisville Local Schools or the Technology Coordinator.

B. Network Policies. All users must abide by rules of network etiquette which include:

- 1) Use appropriate language. Do not use profanity, obscenity or other language, which may be offensive to other users. Illegal activities are strictly forbidden.
- 2) Do not reveal your personal home address or phone number or those of other students or colleagues.
- 3) Note that electronic mail (email) is not guaranteed to be private. Technology coordinators have access to all messages relating to or in support of illegal activities and such activities may be reported to the authorities.
- 4) Use of the computer and/or network is not for financial gain or for any commercial or illegal activity.
- 5) The network should not be used in such a way that it disrupts the use of the network by others.
- 6) All communications and information accessible via the network should be assumed to be property of the District.
- 7) Rules and regulations of online etiquette are subject to change by the administration.
- 8) The user in whose name an online service account is issued is responsible for its proper use at all times. Users shall keep personal account numbers and passwords private. They shall use this system only under the account numbers issued by the District.
- 9) The system shall be used only for purposes related to education or administration. Commercial, political and/or personal use of the system is strictly prohibited. The administration reserves the right to monitor any computer activity and online communications for improper use.
- 10) Users shall not use the system to encourage the use of drugs, alcohol or tobacco nor shall they promote unethical practices or any activity prohibited by law or Board policy.
- 11) Users shall not view, download or transmit material that is threatening, obscene, disruptive or sexually explicit or that could be construed as harassment, bullying or disparagement of others based on their race, color, national origin, citizenship status, sex, sexual orientation, age, disability, religion, economic status, military status, political beliefs or any other personal or physical characteristics.
- 12) Copyrighted material may not be placed on the system without the author's permission.

13) Vandalism results in the cancellation of user privileges. Vandalism includes uploading/downloading any inappropriate material, creating computer viruses and/or any malicious attempt to harm or destroy equipment or materials or the data of any other user.

14) Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.

15) Users are expected to keep messages brief and use appropriate language.

16) Users shall report any security problem or misuse of the network to the teacher, his/her immediate supervisor or building administrator.

17) Users shall not engage in behavior online which violates the District's policy JFCF, Hazing and Bullying (Harassment, Intimidation and Dating Violence).

C. Hacking and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems or to attempt to gain such unauthorized access. Any use, which violates Local, State or Federal law is strictly prohibited and will be reported to the appropriate authorities.

D. Confidentiality of Student Information. Personally identifiable information about students may not be disclosed or used in any way over the Internet without the permission of a parent or guardian, or if a student is over the age of 18, the permission of the student himself/herself. A supervisor or administrator may authorize the release of information, as defined by Ohio law, for internal administrative purposes or educational projects and activities.

4. Privacy

Network and Internet access is provided as a tool for education. The District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the District, and no user shall have any expectation of privacy regarding such materials.

5. Warranties/Indemnification

The District makes no warranties of any kind, either expressed or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy and agreement. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any arising out of the user's use of its computer networks or the Internet under this policy and agreement. By signing this policy and agreement, a user is taking full responsibility for his/her use, and is agreeing to indemnify and hold the school, the District, the Data Acquisition Site that provides the computer and Internet access opportunity to the District and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

6. Updates

Users may be asked from time to time to provide new or additional registration and account information or to sign a new policy and agreement; for example, to reflect developments in the law or technology.

Chromebook Loan Agreement

One Lenovo Chromebook and charger are being lent to the Student and are in good working order. It is the Student's responsibility to care for the equipment and ensure that it is retained in a safe environment.

This equipment is, and at all times remains, the Property of Louisville City Schools and is herewith 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 machine may result in the Student losing their privilege to use the Chromebook. The equipment will be returned when requested by Louisville City Schools, or sooner, if the Student withdraws from Louisville City School prior to the end of the school year.

The District Property may be used by the Student only for noncommercial purposes, in accordance with district's policies and rules, the District Acceptable Use Policy, as well as local, state, and federal statutes.

Student may not install or use any software other than software owned or approved by the District and made available to the Student in accordance with this Receipt and Agreement.

One user with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the Student to which it has been assigned. The Student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.

The student may not make any attempt to add, delete access, or modify other users' accounts on the Chromebook or on any school owned computer. The Louisville City School 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, academic use of the network.

Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine.

An email account will be available for each student to use for appropriate academic communication with other students and staff members only. This email account is for communication within the school district or for educational purposes only.

Student agrees to use best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student's possession.

The Student acknowledges and agrees that the Student's use of the District Property is a privilege and that by the Student's agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the District Property and to return the same in good condition repair upon request by Louisville City School.

Louisville City Schools
Chromebook Loan Agreement Signature Pages

Print Student Name: _____

Teacher Homeroom Name: _____

Date: _____

Louisville City School Chromebook

Acceptable Use Agreement

The purpose of the Chromebook Acceptable Use Agreement is to help learners use technology in school and at home to facilitate learning on a 24/7 basis.

The Acceptable Use Agreement (AUA) provides guidelines for using computer hardware and software on individual computers/devices, on Local area networks, wide area networks, wireless networks, the Internet and companion technological equipment (i.e. printers, servers, whiteboards, projectors, etc.). The guidelines establish rights and responsibilities for all users. All users of the network and technological devices are expected to follow the guidelines or risk loss of computer privileges.

The signatures on the Letter of Agreement (located at the end of this document) are binding and indicate that the parties who signed have read the terms and conditions and understand their meaning.

Users who knowingly access prohibited information or who disregard guidelines will be subject to disciplinary action.

I acknowledge that the Chromebook is property of Louisville City Schools and is subject to search at any point by authorized school officials. I also acknowledge that I am responsible for all content on my school issued Chromebook.

I agree

I acknowledge that I am responsible for my actions on my device and for following the specific rules established for the use of the hardware, software, labs, and networks throughout the district. I understand that failure to do so could result in a loss of technological privileges.

I agree

I will not share my password or account with anyone and will have full responsibility for the use of my account. I will not use another's account or represent myself as someone else.

I agree

I will not engage in illegal activities on the network, computer and technological devices (i.e. plagiarism, bullying, harassment, tampering with hardware, software or documents, vandalism, unauthorized entry or destruction of files, or deliberate introduction of computer viruses).

I agree

I will obey procedural safeguards to maintain the performance of the network, computer and technological devices.

I agree

I will respect the rights of others, use appropriate language and avoid offensive or inflammatory material. I will bring incidents of offensive or inflammatory material directed to myself or others to the attention of a school staff member.

I agree

I will not share, make, or post online personally identifying information about any members of the Louisville community without permission (addresses, phone numbers, email addresses, photos, videos, etc.).

I agree

I will access only those resources that are appropriate for school and those District network resources for which I have specific authorization.

I agree

I will obey copyright laws and license agreements. Text material, music, software, and other media are protected by law.

I agree

I will not install software on the network, computer or technological devices without permission of the system administrators.

I agree

I understand that system administrators and teachers may access my files during system maintenance or as a directed action.

I agree

Staff and students who are issued school owned devices are responsible for their care. Charges related to repair and replacement caused by abuse, misuse, negligence or loss as determined by school administration will be the responsibility of the student.

I agree

I accept full responsibility for supervision when my child is using his/her Chromebook at home or in other non-school settings. I understand that there may be fees or costs incurred which are not covered by the technology fee due to abuse, negligence, loss or multiple incidences of misuse of the Chromebook by my child.

I agree

Violation of this Acceptable Use Agreement may result in:

- Loss of school provided technology and network privileges
- Monetary reimbursement to Louisville City Schools or other appropriate sources
- Prosecution under applicable civil or criminal laws.

As a student at Louisville City Schools, I acknowledge that I have read through and agree to the Chromebook Acceptable Use Agreement, the Chromebook Loan agreement, and the Louisville City Schools Acceptable Use Policy.

Signature _____ Date _____

I acknowledge that my son/daughter and I have read through and agree to the Chromebook Acceptable Use Agreement, the Chromebook Loan agreement, and the Louisville City Schools Acceptable Use Policy. I will instruct my child regarding the importance of following all the guidelines included in this agreement.

Signature _____ Date _____

Louisville City School Technology Protection Fund

The technology protection fund is meant to offset some cost if damage to the Chromebook would occur. This form needs to be completed and returned to the school by August 22, 2016. Failure to complete the form will result in no protection provided.

Premium, Coverage and Benefit

The premium cost is \$20 annually. The \$20 premium provides up to \$190 coverage on stolen, or accidentally damaged Chromebooks or chargers, unless otherwise noted below*. Any damages over \$190 will be the sole responsibility of the student. The technology department will determine if damages were negligent or accidental.

It is agreed and understood that:

- Louisville City School Technology Protection Fund will offer coverage to all students
 - Participation is totally voluntary.
 - A separate application will be needed for each Chromebook covered.
-

Student Name: _____
Parent Name: _____
Address: _____
Local: _____
Phone: _____

- ____ Yes, I would like to participate in the Protection Fund
- ___ I have included a \$20 check made payable to Louisville City Schools
- ___ I have included \$20 in cash
- ___ No, I decline service at this time.

Parent Signature _____

Student Signature _____

Date _____

*Only one broken or damaged power cord will be replaced per school year. Stolen devices or power cords must be verified to have been at school at the time of the theft.

Chromebook Release Form

Louisville City School, 407 East Main Street, Louisville, Oh 44641

Please check off to confirm that you received each of the following on _____:

_____ 1 Chromebook (\$190.00)

_____ 1ACPowerAdapter (\$19.99)

All items must be returned by a specified date in June or the last day of school or upon withdrawal from school. I understand that I will be charged for any missing equipment or cables.

- I have read the Louisville Local Chromebook Loan Agreement and the parent and student responsibilities.
- I agree to comply with the Louisville Acceptable Use and Internet Safety Policy at all times, including when not at school.
- I understand that I may lose my Chromebook privileges as a result of my inappropriate behavior, and may be financially responsible for intentional damage or avoidable loss of any District Lenovo Chromebook.

Student Name (Please Print)

Student Signature

Date

Witness Name

Witness Signature

Date