

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.

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.

Acceptable Use of Technology Agreement Including Internet Use & Safety Student

Education Purpose Statement

The District provides access to technology, including Internet access to enhance the instruction of its students and achieve the goals established by the District Board of Education and the Ohio Department of Education. This Agreement is established to promote the use of technology, including Internet access in a manner that leads to a safe and worthwhile educational experience for all. Therefore, the District is committed to providing teaching on Internet safety.

Scope/Definitions

Technology, including the Internet, is a source of instructional material to which students and employees have access both inside and outside the boundaries of the school physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, smart phones, digital tablets, electronic computing communication, recording or imaging devices including but not limited to MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the District.
- Any computing or telecommunication device owned by, in the possession of or being used by district students that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, Virtual Private Network (VPN), infrared and/or wireless.

This Agreement applies to any online service provided directly or indirectly by the District for student use. Examples of online services include but are not limited to electronic mail, web sites, cloud based computing applications and social media sites. Students agree to abide by any license agreement established with a third party.

This Agreement is in effect for any school sponsored activity at any time or any place.

The Internet can be accessed by a variety of electronic devices including those not provided by the District. Because the material available on the Internet varies in quality and appropriateness and instructional material obtained from the Internet may have not been selected ahead of time in a manner similar to the way other instructional material is selected such as textbooks, software, or library books, the District cannot guarantee accuracy, appropriateness and opinions expressed in the materials.

Any implementation of the use of student-owned device for instructional use must follow all district rules and policies and may require a separate signed approval by parent or guardian.

Statement of Procedures

In order to maintain and encourage appropriate and effective use of Internet access, computer technology and connectivity, a set of rules for computer and network use have been established. Students must read and abide by these rules established by the District and their respective buildings and classrooms.

The District provides technology and Internet access in a good faith attempt to promote the safe, ethical, responsible, and legal use of this instructional resource. This access is intended to promote the

effective use of technology and the Internet for educational purposes, protect students against potential dangers and ensure accountability. This access is not intended to function as a public access service or a public forum. The District reserves the right to restrict this access to ensure that its use is in accord with its educational purpose.

The District prohibits student-teacher interaction on social networking sites unless such interaction is specifically educational in nature. Any digital communication between district employees and students is expected to follow all district policies and the Ohio State Board of Education's Licensure Code of Professional Conduct for Ohio Educators.

Internet safety issues may arise around the access to and use of the Internet, internet-ready, and other electronic devices in a manner that promotes safe, civil and legal online activity for children, digital citizenship and literacy and recognizing and responding to cyber bullying. The District will offer training in the use of the Internet and students are required to participate in training. The training will address appropriate online behavior, cyber bullying awareness and response as well as proper etiquette when interacting with other individuals in social networking sites and chat rooms. Training relating to online safety issues may be made available for parents and guardians.

Student activities will be structured in a manner that is appropriate to the age and skill level of students. This approach is adopted in recognition of the importance of providing more secure environments for younger students and supporting safe, responsible and independent use by older students.

Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to the Internet or online services, technology or technology infrastructure provided to its students, staff or visitors. The District is not responsible for any personal documents or information stored on district technology or associated services nor is it responsible for any harm from the release of confidential information. The District will not be responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through Internet access. The District will not be responsible for financial obligations arising through unauthorized or inappropriate use. It is impossible for the District to restrict access to all offensive and controversial materials. It is the responsibility of the students to abide by the policy to avoid such content.

Copyright/Ownership

Copyrighted materials may not be placed on any service accessed via the Internet or any system connected to the District's system(s) and used in conjunction with District initiatives without permission from the holder of the copyright and materials must be licensed directly to the District. Only the owners or authorized individuals may upload or download copyrighted material to and from the district's systems. Unauthorized copyrighted materials will be removed upon notification.

Privacy/Monitoring/Confidentiality

Users shall have no expectation of privacy when utilizing district technology or related services. At any time and without prior notice, the District reserves the right to monitor, inspect, copy, review and/or store any and all results of computers, network and/or Internet access and any and all information transmitted or received in connection with such usage. This includes, but is not limited to, information contained in online services provided by the District. All such information shall be and remain the property of the District. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Students shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information.

Prohibited Practices

The use of technology for any purpose that violates the student code of conduct, board policies, rules or regulations regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to:

- Theft, destruction of property
- Purchasing goods or services
- Bullying
- Interfering with the normal functioning of computers, systems or networks
- Accessing, modifying or deleting files/data that do not belong to you
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials
- Sending or publishing offensive or harassing messages/content
- Accessing dangerous information that, if acted upon, could cause damage or danger to others
- Violating copyright laws and/or district policy on plagiarism
- Recreational/non-educational use of electronic communication
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other computers/systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remotecontrol software. Possession of and/or destruction of any of software tools designed to facilitate any of the above actions will also be considered an offense
- Saving inappropriate files to any part of the system, including but not limited to music files, movies, video games offensive images/files, programs which can be used for malicious purposes, any files for which you do not have a legal license, hobby or personal interest files, even if not offensive or inappropriate
- Any file which is not needed for school purposes or a class assignment

Students are required to report any occurrence of a prohibited practice to the school building administrators immediately. It is recognized that the use of technology, including but not limited to Internet access is a privilege and not a right. The District reserves the right to withdraw access to technology, including but not limited to, the Internet through its network and to determine what constitutes improper use.

Consequences

Those who violate this Agreement and those failing to report violations shall be dealt with following established student discipline guidelines. The District also reserves the right to administer the appropriate disciplinary action in accordance with the "Student Code of Conduct" which includes but is not limited to detention, in school suspension, out of school suspension or expulsion. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

Ban of Criminal and Illegal Acts

In addition to the rules and guidelines stated in this Agreement, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such actions and will refer offenders to proper law enforcement agencies. The District also reserves the right to seek monetary and/or other damages resulting from any criminal or illegal act or violation of this Agreement.

Signatures/Acknowledgement

Students and residential parent(s) or guardian(s) shall agree to and acknowledge the information disclosed in this agreement by signing below. This agreement is in effect until the student leaves the District or a new agreement is required. For students 18 years and older, the student agrees that they understand and agree to abide this agreement. For all other students, the parent agrees that they have explained this agreement to their child and that the child agrees to abide by the agreement.

Student Name (please print) Last, First,
M.I.

Parent Name (please print)

Student Signature

Parent Signature

Date

Date

School Building

Home Phone

- I am 18 or older
- I am under 18

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