



425 Yoctangee Parkway
Chillicothe, Ohio 45601
740-775-4250

ACCEPTABLE USE POLICY Google Chromebook Student/Guardian Agreement

Student:

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS LISTED IN THE FOLLOWING AUP:

Student Name

Date

Guardian Name (printed)

Guardian Signature

Date

The Chillicothe City School District is pleased to be able to offer our students access to a Google Chromebook to advance their education. We are dedicated to access and support of appropriate technology which unlocks our potential and connects us locally and globally. Students, you are responsible for the general care of the Chromebook that was issued to you by the Chillicothe City School District.

Saving documents on Google Docs

Students will be logging into our CCSD Google Apps for Education domain and saving documents to students.ccsd.us. With each individual's Chrome login, the student can access his or her schoolwork from any computer that has Internet access. The Chillicothe City School District makes no guarantee that their Internet will be up and running 100% of the time. In the rare case that the Internet is down, the District will not be responsible for lost or missing data.

Software on Chromebooks

All software and apps on the Chromebooks will be installed and managed wirelessly by the District. Students will not be able to install additional apps on their Chromebooks. Additional software will be installed, wirelessly, as they are recommended and approved by teachers and site administrators.

Non-Functioning Chromebooks

Chromebooks that are broken, or fail to work properly, must be taken immediately to the Google Helpdesk located in the High School Library. If deemed necessary, the helpdesk will issue a replacement.

Protect the Chromebook by following these rules:

The Chromebook screen can be damaged if subjected to rough treatment. Chromebooks are particularly sensitive to damage from excessive pressure on the screen.

Deborah Swinehart, Superintendent

Deborah Lawwell, Treasurer



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- Close the Chromebook screen before moving it, unless directed to do so by a teacher.
- Do not remove the students.ccsd.us domain from the Chromebook.
- Do not lean on the top of the Chromebook when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in a book bag that will press against the screen.
- Do not poke the screen.
- Do not remove the Chillicothe Schools cover.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Clean the screen with a soft, dry cloth or anti-static cloth.
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it will eventually break the screen.
- Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the Chillicothe City Schools.
- Chromebooks must never be left in an unlocked car or any unsupervised area. If a device is stolen, it will be the responsibility of the owner to file a police report.
- Students are responsible for charging their Chromebook battery before the start of each school day.
- Students may be selected at random, by teachers or administrators, to provide their Chromebook for inspection for damages or misuse.

Chromebook Check-In

Chromebooks will be returned during the last two weeks of school. If a student transfers out of CCSD during the school year, the Chromebook must be returned at the time of withdrawal. If a student's Chromebook and/or AC power adapter have been damaged or defaced, the student will be billed, either for the repair or replacement of the Chromebook, the adapter, or both during the year-end check out, or when the student withdraws from the CCSD.

If a student Chromebook is not returned during year-end check-in or upon transferring out of the district, the site administrator will ensure that it is returned in a timely manner. If the administrator is unable to obtain the student's Chromebook, the student will be billed for the replacement of the Chromebook, the adapter, or both by adding the cost of the equipment to the student's school fees. Failure to pay fees in a timely manner will have consequences that could result in the student's inability to participate in graduation ceremonies and receive a diploma.

Chromebook Costs

Students are responsible for all physical damage done to their Chromebook. The cost will be what the school district has to pay for the replacement parts.

Consequences for Violations

Violations of these Acceptable Use Policy rules may result in disciplinary action. Consequences may include, but not be limited to, the loss of a user's privileges to use the school's information technology resources. Further disciplinary actions may be imposed in accordance with the Code of Conduct up to



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and including suspension, or expulsion, depending on the degree and severity of the violation. See student discipline ladder for likely discipline that will be handed out for violations of the Acceptable Use Policy.

Supervision and Monitoring

The use of District owned information technology resources is not private. School administrators, and their authorized employees, monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators and teachers reserve the right to examine devices (personal or school owned) in order to further the health, safety, discipline, or security of any student. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The district reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The district also reserves the right to limit the time of access and priorities among competing acceptable uses.

Disclaimer of Liability

The district shall not be responsible for any material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor); for any inaccurate information disseminated over the network; for any hostile or injurious actions of third parties encountered through a computer network; for any charges incurred by the user of a computer or computer network without prior permission; or for any damage, or loss, incurred by a user, or any subsequent party by the use of files or software obtained over a computer network. Due to the nature of electronic communications and Ohio public records law, it is also impossible for the district to guarantee confidentiality of e-mail sent and received over any computer network. The district shall not warrant the functions of the system to meet any specific requirements the user may have, or that it would be error-free or uninterrupted; nor shall the district be liable for any direct or indirect, incidental, or consequential damages, including damage to personal devices, lost data, information or time sustained in connection with the use, operation or inability to use the system.

Student & Guardian Disclaimer

With the increased access to informational technology and the privilege that comes with technology, is greater student responsibility to appropriately use the technology and monitor their own behavioral and acceptable use of this resource.

2021-2022
Chillicothe City School District



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Chromebook Insurance Policy Enrollment Form

Please read this entire document to determine if you choose to opt into the Chromebook Insurance Policy. If you elect to opt into the insurance plan, this completed form and payment is due within **three weeks of the start of school or your enrollment date or the beginning of school.**

Coverage and Benefit This agreement covers the Chromebook assigned to the student against damage up to three (3) breaks. The coverage is 24 hours per day. LOST OR STOLEN DEVICES ARE NOT COVERED UNLESS A POLICE REPORT IS FILED.

Effective and Expiration This coverage is effective from the date this form and payment are received by the school through the date at which the Chromebook is required to be returned in good order to the school (at the end of the current school year).

Premium The total premium cost is \$60. The Chromebook Insurance Policy is not refundable or prorated.

It is agreed and understood that:

- Participation is totally voluntary. If a student does not participate, he/she and his/her parent/guardian will be responsible for any costs associated with repairs.
- A separate application will be needed for each Chromebook covered.

Again, the Chromebook Insurance Policy will only cover up to three (3) breaks per device per school year. Payment is due within **three weeks of the start of school or your enrollment date** for the plan to be in effect. This fee is not eligible to be waived.

Student's Name (Last, First)	Grade
_____ YES , I would like to participate in the Technology Protection Plan (\$60 per year per device).	
_____ NO , I do not wish to enroll in the Technology Protection Plan and will pay for Chromebook damage as it occurs. (If no form is submitted, this option will automatically be selected for your student(s)).	

Parent / Guardian Signature	Date
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Office Use Only Payment Date: _____ Check # _____ Receipt # _____

The Chillicothe City School District has issued Chromebooks to all 8th grade and High School Students for the 2020-2021 school year. In addition, we have put into place two options from which students and parents/guardians may choose in order to help protect this investment.

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Students and parents must choose one of the following two options:

Option 1: Chromebook Insurance Policy Purchase a Chromebook Insurance Policy for \$60 (payable to Chillicothe City Schools) within the first three weeks of school or from the date of enrollment at Chillicothe Schools. This insurance will cover a student's Chromebook for up to three breaks. Once a student's Chromebook has been damaged three times, regardless of the amount of damage (unless it is a mechanical failure of the computer), any future breaks will be charged to the student's account. Fee's may be paid online or at the school office.

After the third break, a student has reached the maximum amount of damage covered by the insurance, a phone call and email will be made outlining the three breaks that occurred and the dates of the breaks.

** If a Chromebook is lost, insurance will NOT cover the cost of replacing the Chromebook.

***If a Chromebook is stolen, insurance will ONLY cover the theft if there is a police report filed and a copy of said report submitted to the Chillicothe Middle or High School Main Office.

Option 2: No Chromebook Insurance Policy If a student or parent/guardian declines the insurance, repair fees will be assessed for the Chromebook as the break occurs. The procedure for a student who breaks a Chromebook will be as follows:

1. The student will take his/her Chromebook to the Google Help Desk to be sent off for repairs. 2. While repairs are occurring, a Loaner Chromebook will be issued, which the student WILL be responsible for. 3. Chillicothe Middle/High School will contact the parent by phone and email. This information will include the date of the break, the cost to repair it, and indicate that the student will not receive his/her originally issued Chromebook back until this fee is paid. 4. Upon completion of repairs, the parent will be informed of device status and be asked to pick up the device at the Chillicothe Middle/High School office, where it will be stored until payment for damages has been received. 5. Once the fee is paid, the Loaner Chromebook will be collected and the original Chromebook will be reissued to the student. Any damage to the loaner Chromebook will be assessed.

If, during the time in which a Chromebook is being repaired, the Loaner Chromebook incurs damages, the student will be required to take the Loaner Chromebook to the Google Help Desk for repairs. No further Chromebook will be re-issued until all repair fees, for both devices, have been paid in full.

If a parent chooses not to enroll in the insurance the first semester but would like to for the second semester, there will be an "open enrollment" period for the first three weeks of the new semester.

After the insurance enrollment window closes (**September 18, 2021**), a student will automatically be enrolled in "Option 2".



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** If a Chromebook is lost, the full cost of Chromebook replacement is assessed.

***If a Chromebook is stolen, a Chromebook will be replaced if there is a police report filed and a copy of the report is provided to the building principal.