

Student Name: _____

Kuna Middle School

Chromebook 1:1 Acceptable Use Policy

This is an agreement between the Parent/Student and District which defines policies, procedures, expectations and consequences for the use and care of the Chromebook and all applications and accounts issued by Kuna School District.

Device Ownership

The Kuna Joint School district is the sole owner of the Chromebook. A Chromebook will be lent to each student at Kuna Middle School for use during the academic school year. Devices will not be allowed to leave school grounds.

Student Responsibilities	Initials
I understand that this Chromebook is property of the Kuna School District and that I am being trusted to borrow the one that has been assigned to me.	
I will ensure the Chromebook is in my advisory class on the charger before I leave from school every day.	
I will turn the Chromebook into the front office if I am checked out of school before advisory.	
If I lose, damage, or make the Chromebook inoperable my student-issued Chromebook, I must pay to get it replaced. See price sheet below	
I will report any damage or malfunction to the teacher as soon as possible.	

Network use

Chromebooks use the Chrome operating system which is web-based and only runs the Google Chrome browser. Students will log into their Chromebook using a Kuna School District managed Google account. Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook or Kuna Schools Google Account, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. The school may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Chromebooks and Google accounts at any time for any reason related to the operation of the school. By using a Chromebook and Kuna Schools Google account, students agree to such access, monitoring, and recording of their use. Teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on student Chromebooks only during regular school hours.

Student Responsibilities	Initials
I will only log into my Chromebook with my Kuna School District issued Google account.	
I will not share my password with others.	
I understand that my Google account is schools and that all of my actions while logged in can be monitored and reviewed even if I'm not at school.	
I will follow the school computer and technology use policy in the student handbook.	

Chromebook Care

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work correctly must be reported to a teacher or administrator as soon as possible so that they can be taken care of properly. Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. The School will repair or replace damaged equipment resulting from normal use. Abuse or neglect may result in damages that the student is responsible to pay for. The School will make its best attempt to purchase replacement parts at the best possible price.

Chromebook Repair Costs

Student Name: _____

****These prices are subject to change due to parts and labor cost****

Damage	Average Cost
Replacing Chromebook	\$250
Significant scratches, cracks or other physical damage on top cover	\$46.75
Significant scratches, cracks or other physical damage on bottom cover	\$43.45
Damage to keyboard or sides	\$25.00
Broken Hinges	\$90.20
Damage to LCD screen	\$44.77
Damage to plastic around LCD	\$22.48
Damage to any port (USB, Audio, Power, VGA)	\$10.00-250.00
Damage to battery	\$90.00
Damage to motherboard	\$250.00

In case of theft, vandalism, or other criminal acts, a police report must be filed with the local police department and a copy submitted to the KMS office.

Student Responsibilities	Initials
I will keep food and beverages away from my Chromebook.	
I will not disassemble my Chromebook in any way or remove/alter district identification tags.	
I will keep the Chromebook free of personal stickers, labels, writing, drawings, etc.	
I will keep the Chromebook clean (this includes stickers).	
I will carefully insert and remove charging cords in storage devices.	
I will transport the Chromebook with the screen shut and in its case.	
I will not lift the Chromebook by the screen.	
I will not put pressure on top of the Chromebook when the lid is closed, including storing or cramming other items into the device carrying case.	
I will ensure there is nothing on the keyboard before closing the lid (pens, pencils, notebooks, etc.).	

Educational Use

School-issued Chromebooks should be used for educational purposes and students are to adhere to the Acceptable Use Policy and all of its corresponding administrative procedures at all times. The school utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks will have all Internet activity protected and monitored by the school while on campus. If an educationally valuable site is blocked, students should contact their teachers to request the site be unblocked.

The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices. Activity in the KSD Google account is still subject to monitoring, however parents/guardians are responsible for filtering and monitoring any internet connection students receive that is not provided on school

Student Name: _____

grounds.

Student Responsibilities	Initials
I will use appropriate language at all times.	
I will only use the Chromebook for specific teacher-designated activities, resources, websites, and programs for educational purposes.	
I will only use headphones, camera or sound when the teacher directs me to, otherwise my Chromebook will be muted.	
I will do my own work. I won't use other people's intellectual property without their permission. <i>(Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.)</i>	
I will tell my teacher right away if I run across inappropriate material that makes me feel uncomfortable or is not respectful.	

GMAIL Policy

Uses of student email can be a powerful communication tool for students to increase communication and collaboration. Students are encouraged to check their email at least once per day. Teachers may send email to their students to communicate reminders, course content, pose questions related to classwork, and other class related items. Students may send email to their teachers with questions or comments regarding class or to turn in an assignment. Students may send email to other students to collaborate on group projects and assist with school assignments.

Student Email Permissions: Our Gmail system controls whom email messages can be sent to and whom they can be received from. Students cannot email anyone outside of the Kuna School District domain (kunaschools.org), or any of the district mailing lists. This also means student email cannot be forwarded to non-school personal accounts. Students cannot receive email from outside of the domain. Students are encouraged to email staff concerning school-related content and questions.

However, there will be no requirement or expectation for staff to answer student email outside of their regular work day, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment. General email guidelines for students are outlined in the District Student Acceptable Use Policy. Below is a student responsibility of guidelines related to email.

Parents who do not want their child to have a gmail account may request a Gmail Opt-Out letter from the office.

I will use Email for school-related communication.	
I will not send harassing email messages or content.	
I will not send email containing a virus or other malicious content.	
I will not send offensive email messages or content	
I will not send spam email messages or content.	
I will not send offensive email messages or content.	
I will not send email to share test answers or promote cheating or plagiarism in any way	
I will only use my account and not log on to the account of another person.	

Student Name: _____

I will use my Gmail account to complete assigned school work only	
---	--

Students who choose not to follow the guidelines listed in the Acceptable Use Policy, network user agreement, and/or Internet safety rules will be dealt with the following consequences.

Consequences for Misuse of Chromebook May Include:

Chromebook Privileges Removed

Student’s Chromebook privileges can be revoked at anytime. Students may be allowed to use classroom desktop computers, which follows the same policy as Chromebooks.

Network, Internet privileges or Google accounts suspended

Student’s access to their Google, Internet and District Network accounts may be disabled.

Detention

Students may be assigned detention as a consequence of inappropriate behavior with the Chromebook. Detention may be held during lunch, free times, dances, or after school.

In-School Suspension

Students may be placed in the In-School Suspension room during school hours as per the administration’s decision. Assignments will be gathered from their teachers as they will be monitored and expected to continue their classroom work during the assigned time.

Out of School Suspension

Students may be suspended from school as a consequence of behavior against district policy. The length of the suspension will be determined by the severity of the student’s misconduct and prior incidents of misconduct. Administration reserves the right to determine the appropriate consequences.

Check Out/ Check in Process for the Chromebook

To ensure that students are not held accountable for previous student wear and tear, students will document any wear and tear with a teacher. Students will use the same sheet when they check in the chromebook. Student chromebooks will be spot checked at random points throughout the year to check for proper use and care of the device. Parents will be notified as soon as concerns for the device are identified.

Kuna Middle School Chromebook 1:1 Acceptable Use Policy

By signing below, the student and their parent/guardian agree to follow and accept:

- The Kuna Middle School Chromebook 1:1 Acceptable Use Policy
- The Kuna School District Network User Agreement
- The Internet Safety Rules
- That the Kuna School District owns the Chromebook, software and issued peripherals

Student Name: _____

Student Signature: _____

Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____