

# DC-G 1 to 1 Handbook

## LAPTOP/CHROMEBOOK USE AGREEMENT

Please read this entire section carefully.

This agreement is made effective upon receipt of laptop/chromebook, between the Dallas Center-Grimes Community School District ("DC-G"), the student receiving the laptop/chromebook ("Student"), and his/her parent(s) or legal guardian ("Parent"). The Student and Parent(s), in consideration of being provided with a laptop/chromebook, software, and related materials for use while a student is, hereby agree as follows:

### 1 Equipment

**1.1 Ownership:** DC-G retains sole right of possession and ownership of the laptop/chromebook and grants permission to the Student to use the laptop/chromebook according to the guidelines set forth in this document. Moreover, DC-G administrative staff retains the right to collect and/or inspect the laptop/chromebook at any time, including via electronic remote access; and to alter, add or delete installed software or hardware. All equipment will be checked in at the end of each school year and reissued the next fall.

**1.2 Equipment Provided:** Efforts are made to keep all laptop/chromebook configurations the same. All laptops/chromebooks include a protective laptop bag, power cord, and software. DC-G will retain records of the serial numbers of provided equipment.

**1.3 Substitution of Equipment:** In the event the laptop/chromebook is inoperable, DC-G has a limited number of spare laptops/chromebooks for use while the laptop/chromebook is repaired or replaced. However, it cannot guarantee a loaner laptop/chromebook will be available at all times. This agreement remains in effect for such a substitute. The Student may NOT opt to keep a broken laptop/chromebook or avoid using the laptop/chromebook due to loss or damage. Please note that if the Student forgets to bring the laptop/chromebook or power adapter to school, a substitute will not be provided.

**1.4 Responsibility for Electronic Data:** The Student is solely responsible for any non-DC-G installed software and for any data stored on the laptop/chromebook. It is the sole responsibility of the Student to backup such data as necessary. DC-G provides a means for backup (Google Drive) along with directions but DC-G does not accept responsibility for any such software.

### 2 Damage or Loss of Equipment

**2.1 Responsibility for Damage:** The Student is responsible for maintaining a 100% working laptop/chromebook at all times and shall return the laptop/chromebook at the end of the school year in the same working condition. The Student shall use reasonable care to ensure that the laptop/chromebook is not damaged. Refer to the Standards for Proper Care document for a description of expected care. In the event of damage to the laptop/chromebook which is not covered by the warranty, the Student and Parent will be billed a fine according to the following schedule:

- First incident – up to \$100
- Second incident – up to \$200
- Third incident – up to full cost of repair or replacement

Notwithstanding the above, DC-G reserves the right to charge the Student and Parent the full cost for repair or replacement of the laptop/chromebook at any time, such as when damage occurs due to gross negligence as determined by administration.

Examples of gross negligence may include, but are not limited to:

- Leaving equipment unattended and unlocked. This includes damage resulting from an unattended and unlocked laptop while at school. (See the Standards for Proper Care document for explanations of “attended,” “unattended,” and “locked.”)
- Lending equipment to others other than one’s parents/guardians.
- Using equipment in an unsafe environment.
- Using the equipment in an unsafe manner. (See the Standards for Proper Care document for guidelines of proper use).
- Intentionally causing damage to the equipment.

**2.2 Responsibility for Loss:** In the event the laptop/chromebook is lost or stolen, the Student and Parent may be billed the full cost of replacement of the laptop/chromebook. Examples of instances in which Students and Parents may be charged include but are not limited to loss resulting from leaving equipment unattended and unlocked.

**2.3 Actions Required in the Event of Damage or Loss:** Students and Parents must report any laptop/chromebook damage or loss immediately to the Principal or Dean. If the laptop/chromebook is stolen or vandalized while not at DC-G Schools or a DC-G sponsored event, the Parent shall file a police report.

**2.5 Technical Support and Repair:** DC-G does not guarantee that the laptop/chromebook will be operable, but will make technical support, maintenance and repair available.

### **3 Legal and Ethical Use Policies**

**3.1 Monitoring:** DC-G will monitor laptop/chromebook use using a variety of methods including electronic remote access – to assure compliance with DC-G’s Use of the Internet and Digital Devices by Students/Acceptable Use Policy and other Legal and Ethical Use Policies. The classroom teacher may monitor student laptop/chromebook use while in the classroom and the tech staff may monitor laptop/chromebook use throughout the school day and at other times. The laptops/chromebooks are the property of DC-G and no student shall have any expectation of privacy in any materials contained therein. DCG staff will not activate students’ built-in webcam to monitor students.

**3.2 Legal and Ethical Use:** All aspects of DC-G Use of the Internet and Digital Devices by Students/Acceptable Use Policy and other Computer Use Policy remain in effect, except as mentioned in this section.

**3.3 File-sharing and File-sharing Programs or Proxies:** The installation and/or use of any Internet-based file-sharing tools and proxies are explicitly prohibited. File-sharing programs and protocols like BitTorrent, Limewire, Kazaa, Acquisition and others may not be used to facilitate the illegal sharing of copyrighted material (music, video and images). Likewise, any proxy extensions or applications are strictly prohibited.

**3.4 Allowable Customizations:** The Student is permitted to alter or add files to customize the assigned laptop/chromebook to their own working styles (i.e., background screens, default fonts, and other system enhancements) as long as such customizations are otherwise in accordance with DC-G and school policies. The Student is permitted to download music to iTunes as long as it is done legally and in accordance with DC-G and school policies, but cannot download or install any other software without permission from the DC-G Technology Director.

**3.5 Camera/Audio recording:** The Student is permitted to use devices to record still photos, videos and audio at the discretion of the classroom teacher and in compliance with applicable DC-G and school policies. Students will not be permitted to use devices for the above stated purposes if not approved by the classroom teacher or they do not follow DC-G or school policies. Students will not use the laptop/chromebook to record (audio/visual) others without their permission. Laptops/chromebooks are not to be used to make sound recordings without the consent of all persons being recorded. Sound on the laptop/chromebook must be turned off at all times except when being used as part of the class. Use of personal headphones to listen to music is allowed with express permission of the classroom teacher. Laptops/chromebooks are not to be used to take pictures or video without the consent of all persons being photographed or videotaped. Cameras are to be turned off at all times except when being used as part of a class.

As mentioned in Board Policy: Code 502.14, "To protect privacy, electronic communication devices such as cellular phones or any similar electronic communication devices shall not be used in restrooms, locker rooms, dressing rooms, or other similar situations or locations at any time."

### **STANDARDS FOR PROPER LAPTOP/CHROMEBOOK CARE**

Students and Parents are expected to follow all the specific guidelines listed below and take any additional common sense precautions to protect their assigned laptop/chromebook. Laptop/chromebook loss or damage resulting from failure to abide by the details below may result in full financial responsibility by the Student and Parent for repair or replacement of the laptop/chromebook.

Students and Parents must comply with the following standards:

#### **Your Responsibilities:**

- Treat this equipment with as much care as if it were your own property.
- Bring the laptop/chromebook and charging unit to DC-G during every school day. (If you forget them, substitutes will NOT be provided.)
- Keep the laptop/chromebook either secured (i.e., home or other secure place where others do not have access) or attended (with you or within your sight) at all times. Keep the laptop/chromebook stored in a secure place (i.e., locked in the locker or other suitable place) when you cannot directly monitor it. For example, during athletic events, games, practices and trips, store the laptop/chromebook in a secure place assigned by your coach/sponsor and arrange to return to school to retrieve it after the activity. Laptops left in bags and backpacks, or in unattended classrooms are considered "unattended" and may be confiscated by school personnel as a protection against theft. Unattended and unlocked equipment, if stolen – even at school – will be your full financial responsibility.

- Avoid use in situations that are conducive to loss or damage. For example, never leave laptops/chromebooks in school vans, in the gym, in a locker room, on playing fields or in other areas where it could be damaged or stolen. Avoid storing the laptop/chromebook in a car other than in a locked trunk. Avoid leaving the laptop/chromebook in environments with excessively hot or cold temperatures.
- Do not let anyone use the laptop/chromebook other than your parents or guardians. Loss or damage that occurs when anyone else is using your assigned laptop/chromebook will be your full responsibility.
- Adhere to DC-G School's Use of Internet and Digital Devices by Students/Acceptable Use policy at all times and in all locations. When in doubt about acceptable use, ask the Teacher, Director of Technology, Principal, or Dean.
- Back up your data. Never consider any electronic information safe when stored on only one device.
- Read and follow general maintenance alerts from school technology personnel.

**How to Handle Problems:**

- Promptly report any problems to the classroom teacher.
- Don't force anything (e.g., connections, keys, etc.). Seek help instead.
- When in doubt, ask for help.

**General Care:**

- Do not attempt to remove or change the physical structure of the laptop/chromebook. Doing so will void the warranty, and you will be responsible for 100 percent of the repair or replacement cost.
- Do not remove or interfere with the serial number or any identification placed on the laptop/chromebook.
- Do not do anything to the laptop/chromebook that will permanently alter it in any way. (Do not apply stickers any part of the laptop/chromebook.)
- Keep the equipment clean. Don't eat or drink while using the laptop/chromebook.

**Carrying the Laptop/Chromebook**

- Always completely close the lid and wait for the laptop/chromebook to enter Sleep mode before moving it, even for short distances.
- Always store the laptop/chromebook in the bag provided. Note: do not store anything (e.g., cords, papers or disks) in the area within the laptop case designed for the laptop/chromebook other than the laptop/chromebook itself as this may damage the screen.
- Do not grab and squeeze the laptop/chromebook, as this can damage the screen and other components

**Screen Care**

- The laptop/chromebook screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and can cost over \$200 to replace. Screens are particularly sensitive to damage from excessive pressure.
- Do not touch the laptop/chromebook screen with anything (e.g., your finger, pen, pencil, etc.) other than approved laptop/chromebook screen cleaners.
- Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens.
- Never leave any object on the keyboard. Pens or pencils left on the keyboard are guaranteed to crack the screen when the lid is closed.

**Battery Life and Charging**

- Arrive to school each day with a fully charged battery. Establish a routine at home whereby each evening you leave your laptop/chromebook charging overnight.
- Avoid using the charger in any situation where you or another is likely to trip over the cord. Don't let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.
- Close the lid of the laptop/chromebook when it is not in use, in order to save battery life and protect the screen.

**Personal Health and Safety**

- Avoid extended use of the laptop/chromebook resting directly on your lap. The bottom of the laptop can generate significant heat and therefore cause temporary or permanent injury. Use a barrier—such as a book or devices made specifically for this purpose— when working on your lap. Also, avoid lap-based computing while connected to the power adapter, as this will significantly increase heat production.
- Avoid lengthy use involving repetitive tasks (such as typing and use of the track-pad). Take frequent breaks as well as alter your physical position (typing while standing, sitting, leaning, etc.) to minimize discomfort