

# STPSB Chromebook Responsible Use Agreement

## Program Purpose

The St. Tammany Parish School Board (STPSB) 1:1 Chromebooks for Learning deployment is to promote high levels of student engagement for all students. Increasing access to technology is essential to build upon college and career readiness skills. STPSB wants all students to be responsible digital citizens, thrive intellectually, personally, physically, and creatively.

The policies, procedures, and information within this document serve as information for students and parents/guardians. Teachers may set additional requirements for Chromebook use in their classroom. In addition, forms are provided that must be signed by the parent/guardian and student before a Chromebook and account will be issued.

## General Information

### Acceptable Use Guidelines

Students are responsible for their own behavior at all times in accordance with the STPSB District Handbook for Students and Parents, STPSB Instructional Technology Use Policy and this STPSB Chromebook Responsible Use Agreement. Please refer to the discipline provisions found in the above policies with respect to violations.

### Distribution of the Chromebook

Chromebooks will be distributed near the beginning of the school year. The procedure for distribution of Chromebooks will be established at each school.

### Logging into a Chromebook

Students will log into their Chromebooks using their school issued account. Students should never share account passwords with others.

### Returning the Chromebook

An STPSB Chromebook is being loaned to the student for educational use during the school year. This device is the property of STPSB and must be returned at the end of each school year. Instructions for such will be given at that time. Students with unpaid Chromebook related fines or unreturned Chromebooks from prior school years and/or prior schools will not be issued a Chromebook for the current school year until fines are paid. If a Chromebook is not returned, the parent/guardian will be held responsible for payment in full. It is understood that the intentional failure to return the Chromebook to the school will constitute theft of district property and will be reported as necessary.

### Limitation of Liability

STPSB is not responsible for damage or harm to persons, files, data or hardware. Chromebooks employ filtering technologies and other safety and security mechanisms, but there is no guarantee as to their effectiveness. STPSB will not be responsible, financially or otherwise, for unauthorized transactions conducted over the device or the school network.

## Digital Citizenship

School-issued Chromebooks should be used for educational purposes, and students are to adhere to STPSB policies and all of their corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:

### (1) Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

## **(2) Protect Yourself**

I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources. I will not meet anyone in real life that I have met online without parental permission.

## **(3) Respect Others**

I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people.

## **(4) Protect Others**

I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

## **(5) Respect Intellectual Property**

I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.

## **(6) Protect Intellectual Property**

I will request to use the software and media others produce. I will use available free and open source alternatives rather than pirating software.

**Note:** All students utilizing Chromebooks participate in a Digital Citizenship Unit at the beginning of the school year.

## **Caring for your Chromebook**

The student is responsible for the general care of the Chromebook which has been issued by the school. Chromebooks that are broken or fail to work properly must be reported to a teacher.

### **General Precautions**

- I will insert and remove cords and cables carefully.
- I will **not** remove any case or cover issued by STPSB.
- I will keep my Chromebook free of any stickers, writings, or drawings that are not the property of the STPSB.
- I will close the Chromebook gently on a flat surface and ensure that there is nothing on the keyboard that could prevent full closure.
- I will not eat or drink near any Chromebook.
- I will not charge external devices using the USB ports on my Chromebook (phones, etc...)
- I will not place any heavy objects or drop any objects on the Chromebook.
- I will not block air flow around the Chromebook when it is on.
- I will not expose the Chromebook to extreme heat and cold, and I will keep them out of direct sunlight or out of any area that could harm them.
- I will not remove or interfere with identification placed on the Chromebook by STPSB, including, but not limited to tags, serial numbers, labels, etc.
- I will not leave my Chromebook unattended.
- I will carry my Chromebook with the lid closed.
- I will keep my device clean to the best of my ability

### **Screen Care**