

For SMA use:

Student Name (first and last) _____ Grade _____

Asset Tag # _____

Insurance Rec'd Check Number _____ IT initials _____ [OR] No Insurance IT Initials _____

SMA Middle School Chromebook User Agreement 2016-2017 (6th grade)

This User Agreement is specific to the SMA Chromebook program, and is to be signed and filed at SMA along with the annual signing and filing of the general SMA Internet and Technology Acceptable Use Agreement. Please initial each section to signify that you have read it and agree to comply with each section of the user agreement. All users are bound by this policy as well as by the SMA Internet and Technology Acceptable Use Policy.

RECEIVING AND RETURNING YOUR CHROMEBOOK

Receiving the Chromebook

Chromebooks will be distributed during the first weeks of school contingent upon:

1. A student and parent signed Chromebook User Agreement on file at SMA.
2. A student and parent signed Internet & Technology Acceptable Use Agreement on file at SMA.
3. The possession of a Chromebook sleeve labeled with your name.
4. A remitted payment for insurance if that option is selected (checks written to SMA).

Returning the Chromebook at the end of the school year

Chromebooks will be returned during the final weeks of the school year for service during the summer. Any student transferring from SMA during the school year will return the Chromebook at that time. Students not returning the Chromebook risk being charged the cost of the Chromebook at the end of the year.

Student initials _____

Parent initials _____

GOOGLE APPS FOR EDUCATION ACCOUNT

Every student is required to use his/her own unique Google Apps account (provided by SMA, it will have a domain name of @smanet.org) to manage the content of the Chromebook.

Student initials _____

Parent initials _____

GENERAL MAINTENANCE REQUIREMENTS

Students are responsible for the general care of the SMA-issued Chromebook. In the event that an Chromebook is damaged or not functioning properly, it must be taken to the SMA IT office to be evaluated.

- Only use a clean, soft cloth to clean the Chromebook screen. No cleaning fluids.
- Do not write or draw on the Chromebook.
- Do not apply stickers or labels to the Chromebook, other than the name label provided by SMA.
- Label your Chromebook sleeve with your name and keep the Chromebook in the case at all times it is not in use. You may decorate your sleeve as you wish.
- Unattended Chromebooks must be kept in a safe and secure location (i.e. lockers or cubbies).
- Students are responsible for bringing a fully charged Chromebook to school each day.

Student initials _____

Parent initials _____

CARRYING CHROMEBOOK/ACCESSORIES

- Always keep the Chromebook in the sleeve when not in use.
- Students must provide earphones/earbuds with microphone.

Student initials _____

Parent initials _____

INSURANCE

Option 1: Insurance \$50/year - If the Chromebook needs to be replaced or repaired for any reason, the insurance will cover repair or replacement for the first incident. The cost for subsequent incidents attributable to actions by the participant will be covered by the participant. For this option to be valid, payment must be remitted before the student is issued a laptop. Write checks to SMA. If a charger needs replacing, the cost is \$20. *To discuss financial hardships in regards to these options, please contact Martha Ashley for direction.*

By checking this box and remitting \$50, I am choosing the Chromebook insurance plan.

Option 2: No insurance - An unreparable Chromebook must be replaced by the family at full cost (\$379) within two weeks.

By checking this box, I am choosing to opt-out of the Chromebook insurance program. I understand that I will be responsible for the full cost of replacement (\$379) if the device is lost or damaged beyond repair. The replacement Chromebook will be the property of SMA.

USING YOUR CHROMEBOOK AT SCHOOL

Chromebooks left at home

Leaving your Chromebook at home when it is part of the learning process in a given class is comparable to leaving an assignment at home. An unavoidable academic penalty ensues. Establish a routine or checklist at home to bring all of your materials for school.

Charging your Chromebook

Students are required to bring the Chromebook to school fully charged each day. Repeated failure to do so includes and is not limited to requiring that the Chromebook remain at school.

Content on your Chromebook

No inappropriate media will be allowed on a student's Chromebook. This includes and is not limited to content related to weapons, pornography, inappropriate language, drugs and alcohol or other content deemed disruptive. The consequences of possessing inappropriate content include and are not limited to suspension, loss of the Chromebook and loss of access to technology at school.

Time and place

The Chromebook is to remain closed in class unless a teacher has directed otherwise. The Chromebook must be turned off and stored before school in the pod and during lunch, recess and CAT unless specific teacher-directed or supervised activities are underway in a classroom.

School-related, SMA community communication and social media

Harassment of any type will be handled case by case with consequences that include and are not limited to suspension, loss of the Chromebook and loss of access to technology at school. This includes posting pictures of fellow students and faculty without clear permission to do so.

Student initials _____

Parent initials _____

USING THE CHROMEBOOK AT HOME

Home Internet Access

Families are permitted to configure wireless networks on the Chromebook at home. Internet filtering, however, is specific to the network. Any site filtering that occurs at school will not transfer to a home network.

Apps, music, video, and photos

- Students may download music, videos and photos Google Play (Google’s version of the iTunes/App store) as long as the material complies with this policy and the Acceptable Use Agreement, and as long as there is sufficient memory for SMA-required apps.
- Students will be required to remove personal apps, music, videos and photos if there is insufficient memory for the SMA-required apps.

Recommendations

Families are encouraged to create their own home user agreement. Many examples can be found online at sites such as commonsensemedia.org. Parents are encouraged to set a check-in time for their children’s mobile electronic devices to encourage a restful night free of gaming, text messaging and or other social media exchanges.

Student initials _____

Parent initials _____

MANAGING FILES

Saving work

Documents on the Chromebook are saved within Google Apps/Google Drive automatically. If the student wishes to save in additional manner, we recommend emailing the document to themselves.

Altering the software

Students will not attempt to format, update, or alter any software on the device unless instructed to do so.

Student initials _____

Parent initials _____

I have read and agree with the policies and procedures outlined in this document.

(Student name)

(Student signature)

(Date)

(Parent/Guardian signature)

(Date)