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Dr. Chris Houston, Superintendent

Chromebook User Agreement

To support teaching of 21st century skills, Greene County Schools is initiating a 1-to-1 Chromebook program. Our program goals include increasing productivity and engagement of all learners, making student-centered learning a priority, digital citizenship training, and increasing collaboration, creativity, critical thinking, and communication in our students. To assist our students with the skills they need, all students use Google Apps for Education with their coursework.

The policies, procedures, and information within this document apply to all Chromebooks used by Greene County students, staff, or guests including any other device considered by the administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

Before a Chromebook may be issued, students and parents/guardians are expected to sign and acknowledge understanding and agreement to abide by the policies, agreements, procedures and directives set forth here and in the student handbook.

CHROMEBOOK CHECKOUT

Upon availability, Chromebooks will be checked out by students to take home. Parents & Students must sign and return the Chromebook User Agreement document before the Chromebook can be issued to their child.

Chromebook & Accessories to be Issued

- Chromebook
- Power Cord
- Chromebook Sleeve (If Available)

TRAINING

Students will be trained on how to use the Chromebook. Training documents will be available online for students to refer to when needed.

CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook. Chromebooks which are broken or fail to work properly must be reported immediately to your child's teacher. Protective sleeves are provided for basic protection from everyday use to students taking devices home and are to be used for transport at all times. They are not designed to prevent damage from abusive drops or handling. Carrying the Chromebook in a

padded backpack or padded bookbag or chromebook sleeve is acceptable provided the backpack or sleeve is handled with care.

- The student will keep the device away from food or liquids.
- The student will not attempt to disassemble or repair the device at any time; all repairs will go through school technology support personnel.
- The student will not place stickers or decals on their device.
- The student will not attempt to circumvent the school system content filter or attempt to search for or access inappropriate content.
- The student will not view or transmit racist, sexist, pornographic, obscene or threatening material.
- The student will adhere to the principles of digital citizenship as presented by Greene County Schools employees.
- The student will utilize their Google Apps for Education account and network login for educational related activities only.
- The student will not share their passwords or login information with anyone.
- Do not use cleaners, sprays, alcohol, ammonia or abrasives on the Chromebook. Clean the Chromebook with a soft, lint-free cloth. There is no need to touch the screen. Keep your fingers on the keyboard and touchpad.

SCREEN CARE

Chromebook screens can be easily damaged! The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or put pressure 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 the carrying case that will press against the cover.
- Do not poke the screen with anything that will mark or scratch the screen surface. (Example: pencils)
- Do not place anything on the keyboard before closing the lid (pens or pencils).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.

CHROMEBOOK USE

- Use your school Google account only. Please note these are not your personal accounts - be professional!
- Lower the lid when the teacher is talking or when directed by the teacher.
- School-approved sites are allowed only when teachers have given permission.
- Only use your Chromebook in the classroom when instructed to do so.
- Sound should be muted on the Chromebook at all times. Use of your headphones is permitted when granted by the teacher.
- Do not use another student's Chromebook and do not allow them to use your device.
- Protect your login information. Never share this with others.
- Chromebooks should only be used while they are on a flat, stable surface such as a table or desk.
- Always shut down the device before returning it to the cart for charging or storing in your bag.
- Students must adhere to guidelines included in the Acceptable Use Policy contained in the Greene County Student Handbook.

CHROMEBOOK DAMAGE REPAIR

Parents/Students will be charged for the full or partial replacement cost of a device that has been damaged. A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property per the replacement cost schedule outlined below. The

user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

Actual charges may vary.

Screen Replacement -	\$50.00
Keyboard Replacement -	\$50.00
Damaged/Lost Case -	\$25.00
Lost Chromebook -	\$250.00
Lost Power Cord -	\$40.00

CONSEQUENCES

The Chromebooks belong to the Greene County School System and the devices and student accounts will be monitored through district level management software. Anyone found violating the Acceptable Use Policy in the Greene County Student Handbook will be subject to disciplinary actions.

MANAGING YOUR FILES AND SAVING YOUR WORK:

Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

PERSONALIZING THE CHROMEBOOK:

Chromebooks must remain free of any writing, drawing, or stickers. Spot checks for compliance will be done by administration or Greene County Schools Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Greene County School District acceptable use policy.

CHROMEBOOK SOFTWARE

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

CHROMEBOOK WEB FILTERING

All chromebooks are set to utilize Greene County School's Internet Filter; however, when Chromebooks are checked out for home use, parents are responsible for providing a safe environment for their child while using their chromebook. **Greene County monitors all activity on school-owned devices. No Right to Privacy is extended or implied. Monitoring occurs 24 hours a day, at school and at home.**

Suggestions for providing a safe environment for use include:

- Set rules for student use at home.
- Allow use in common areas of the home where students can be easily monitored.
- Demonstrate a genuine interest in student's use of the device.
- Become familiar with Internet safety resources such as:
 - <https://www.common sense media.org/blog/digital-citizenship>
 - <http://www.connectsafely.org/>
 - <http://www.wiredsafety.com/>
 - <https://www.fbi.gov/resources/parents/>

VIRUS PROTECTION

Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

ADDITIONAL SOFTWARE

Students are not to install additional software on their Chromebook.

INSPECTION:

Chromebooks will be inspected on a regular basis to check for proper care and maintenance as well as inappropriate material being carried into the school.

PROCEDURE FOR RESTORING THE CHROME OS:

If technical difficulties occur, technical support staff will use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) stored on internal memory that has NOT been synced will not be restored unless the student requests that an attempt be made to salvage it.

PROTECTING AND STORING YOUR CHROMEBOOK:

Chromebooks will be labeled in the manner specified by the school. Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's Google Account username
- **Under no circumstances are students to modify, remove, or destroy identification labels.**

Storing Your Chromebook:

Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Unsupervised Chromebooks will be confiscated by staff and taken to school administration. Disciplinary action will be taken for leaving a Chromebook in an unsupervised location.