

One-To-One Chromebook/Mobile Device Program**I. Rules and Appropriate Usage**

Wallingford Public Schools encourages the use of 1:1 devices and the network, including the Internet, as a tool for research and education. 1:1 devices and the network, like any other school property, must be used for the educational purposes for which they are intended. The Chromebooks/Mobile Devices issued to students are the property of Wallingford Public Schools. The distribution of a Chromebook/Mobile Device to each student is a privilege, not a right, and may be revoked at any time for inappropriate conduct. Before a Chromebook/Mobile Device will be issued for use at home, students and parents or guardians must read and sign the “Wallingford Public Schools Network/Internet Acceptable Use” Policy form, “School District Chromebook/Mobile Device Protection Plan Form” and “Chromebook/Mobile Device Student User Agreement and Parent Permission Form.” These forms must be completed each school year.

The policy, procedures, and information within this document apply to all District-owned Chromebook/Mobile Devices used in, and out of, District schools, including any other device considered by the administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classrooms.

Students are expected to abide by the following rules and behavioral expectations, while using a Chromebook/Mobile Device, both at home and within the school.

II. USE OF EQUIPMENT (Hardware and Software)

All students must have a “Wallingford Public Schools Network/Internet Acceptable Use” Policy form, “School District Chromebook/Mobile Device Protection Plan Form” and “Chromebook/Mobile Device Student User Agreement and Parent Permission Form” signed by a parent or guardian on file with Wallingford Public Schools in order to use the Chromebook at home and to access the Internet while using the Chromebook/Mobile Device.

The school Chromebook/Mobile Device is to be used for educational purposes only.

The use of the Chromebook/Mobile Device must not violate the student/parent/guardian signed “Wallingford Public Schools Network / Internet Acceptable Use” Policy form. Copies of the “Wallingford Public Schools Network / Internet Acceptable Use” Policy form may be found in the Parent/Student Handbook and are available for downloading and printing on the Wallingford Public Schools website.

The student may not destroy, deface, or alter Chromebook/Mobile Device equipment, identifying labeling or files not belonging to the student.

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II. USE OF EQUIPMENT (Hardware and Software) (continued)

The student may not remove district installed software (“Apps”) from the Chromebook/Mobile Device or may not install software (“Apps”) that is not approved by administration or teachers. Wallingford Public Schools reserves the right to remove software (“Apps”) from, or add software (“Apps”) to the Chromebook/Mobile Device at any time.

III. THE NETWORK

Online chat rooms, message boards, forums, etc. may not be accessed by students while using the Chromebook/Mobile Device without prior consent from a teacher, or person monitoring the Internet use, or as in accordance with the “Wallingford Public Schools Responsible Use for Students” Policy 6141.321.

Engaging in online activities, while using the Chromebook/Mobile Device, that are in violation of this policy will result in automatic termination of the student's network/Internet privileges in accordance with the “Wallingford Public Schools Network/Internet Responsible Use” Policy 6141.321.

Sending messages via school technology with the intent to intimidate, frighten, threaten, harass, ridicule or bully another person is considered harassment and will have consequences per the Parent/Student Handbook Student Discipline Code, Wallingford Public Schools Bullying Policy 5131.911, Wallingford Public Schools Exploitation/Sexual Harassment Policy 5145.5 and the “Wallingford Public Schools Network/Internet Responsible Use” Policy 6141.321.

Students may not change, alter, bypass, or attempt to bypass any Chromebook/Mobile Device security measures including filtered Internet sites.

IV. PRIVACY

It is a violation of the “Wallingford Public Schools Responsible Use for Students” Policy 6141.321 to share your password with anyone else, or to access any account belonging to other students, faculty, or staff.

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V. MANAGEMENT

Since the Chromebooks/Mobile Devices belong to Wallingford Public Schools, Wallingford Public Schools will be monitoring all devices. Files created using the Chromebook/Mobile Device, or stored on school servers, are not private. Wallingford Public Schools reserves the right to search District assigned Internet services accounts, such as District assigned student email accounts, accessed with school equipment, if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of Wallingford Public Schools technology devices will result in loss of network/Internet privileges, and other consequences as per the Parent/Student Handbook Student Discipline Code, Wallingford Public Schools Bullying Policy 5131.911, Wallingford Public Schools Sexual Harassment Policy 5145.5 and the "Wallingford Public Schools Responsible Use for Students" Policy 6141.321.

VI. RESPONSIBILITIES

By signing the "Wallingford Public Schools Network/Internet Responsible Use" Policy form and this "Chromebook/Mobile Device Student User Agreement and Parent Permission Form," students and parents or guardians agree to:

Submit their Chromebook/Mobile Device to school authorities upon request. Such a request may be made in order to check browser histories and caches, as well as to ensure Chromebooks/Mobile Devices do not contain any unapproved software or files.

Charge their Chromebook/Mobile Device overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, the student must have his/her charged Chromebook/Mobile Device in class at the start of each day.

Protect the Chromebook/Mobile Device from damage and theft. Recommended precautions include the use of a protective case when transporting the Chromebook/Mobile Device to and from classes and to and from school. If the Chromebook/Mobile Device is lost or stolen when outside of school grounds, it should be reported to the police immediately. The student and his/her parent or guardian will incur a financial obligation to the school for any missing Chromebook/Mobile Device for which a copy of the police report has not been provided to the school Principal. The student and his/her parent or guardian will also incur a financial obligation for any repairs that are required for the Chromebook/Mobile Device.

An optional School District Protection Plan is offered for Chromebooks/Mobile Devices. The School District Protection Plan will cover events such as accidental loss (theft) and damages. Please see the School District Protection Plan section at the end of this document.

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VI. RESPONSIBILITIES (continued)

If damage to the Chromebook/Mobile Device is intentional, willful or purposeful, as determined by Wallingford Public Schools, the student and his/her parent or guardian will pay the full replacement cost of the Chromebook/Mobile Device (as listed in the applicable School District Chromebook/Mobile Device Protection Plan form), and/or AC power adaptor, regardless of the “School District Chromebook/Mobile Device Protection Plan” choice.

The student issued Chromebook/Mobile Device will remain at school over the summer for regular maintenance. Returning students will be reissued their same Chromebook/Mobile Device the following year. The school regards the Chromebook/Mobile Device as all other materials that are checked out to a student (e.g. textbooks, library materials, sports equipment, etc.) and failure to return the Chromebook/Mobile Device, and all associated accessories, by request or unenrollment from school, will result in the parent or guardian incurring a financial obligation to the school and result in consequences as per the Wallingford Public Schools Parent/Student Handbooks.

Students will be provided with a username and password. Students must not change their passwords without permission from the Technology Department or school. Upon request, parents/guardians will be informed of their child’s username and password in order to monitor the student’s computer usage at home. When the Chromebook/Mobile Device is taken home by the student, it is highly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

V. STUDENT EXPECTATIONS

As a learner I will:

1. Never leave my Chromebook/Mobile Device unattended.
2. Make sure the Chromebook/Mobile Device is not subject to careless or intentional damage (e.g., as a result of horseplay).
3. Ensure that, when the Chromebook/Mobile Device is being transported, it is as secure as possible, such as a protective case or backpack with padded sleeve/pocket.
4. Ensure that my Chromebook/Mobile Device is charged every evening and ready for use the next day (i.e., plugging it in for charging overnight).

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V. STUDENT EXPECTATIONS (continued)

5. Store my Chromebook/Mobile Device in a safe place, such as the student's locked locker, when not in use (e.g., lunch, PE, etc.). No items will be stacked on top of it (e.g. the charger).
6. Use my Chromebook/Mobile Device for the task assigned by my teacher at all times. Chromebooks/Mobile Devices will ONLY be used for educational purposes.
7. Print only after teacher gives permission.
 8. Not decorate the Chromebook/Mobile Device in any way, including the use of stickers or decals, and not allow it to be subject to graffiti/defacing.
9. Not install or download software ("apps") that is not approved by administration or teachers.

VI. CONSEQUENCES FOR VIOLATION OF CHROMEBOOK/MOBILE DEVICE RULES

By signing this User Agreement, you commit to the student expectations and understand the consequences for violation.

Consequences for Breaches of the Acceptable Use Agreements:

In the event a student breaches any part of the "Wallingford Public Schools Network / Internet Acceptable Use" Policy form and/or "Chromebook/Mobile Device Student User Agreement and Parent Permission Form," consequences will be imposed by the school per the Parent/Student Handbook Student Discipline Code, Wallingford Public Schools Bullying Policy 5131.911, Wallingford Public Schools Exploitation/Sexual Harassment Policy 5145.5 and the "Wallingford Public Schools Responsible Use for Students" Policy 6141.321 as applicable.

Chromebook/Mobile Device Repairs

All required repairs for Chromebooks/Mobile Devices will be processed by the Wallingford Public Schools Information Technology Department.

DO NOT attempt to repair the Chromebook/Mobile Device yourself.

Damaged Chromebooks/Mobile Devices should be brought to the school library to initiate the repair process. In the case of loss/theft, a police report should be filed by the parent/guardian. A copy of the police report should be provided to the school Principal.

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VII. School District Protection Plan

School district protection is available for students and parent/guardian to cover Chromebook/Mobile Device replacement/repair in the event of theft, loss, or accidental damage.

There will be an annual protection cost for each Chromebook/Mobile Device with a maximum cost of three Chromebook/Mobile Devices per family. This plan will include replacement and repairs for covered damages or loss. The actual annual cost will be specified in the applicable School District Chromebook/Mobile Device Protection Plan form.

It will not cover intentional damages or a loss not accompanied by a police report, in which case the student/parent/guardian will be responsible for full replacement, or repairs, up to the value of the Chromebook/Mobile Device as specified in the applicable "School District Chromebook/Mobile Device Protection Plan" form. Intentional damage will be determined by the District. Excessive claims, as determined by the District, may result in loss of Chromebook/Mobile Device privileges.

The parent/guardian will need to purchase this protection plan through the school office before your student is allowed to check out a Chromebook/Mobile Device, or have indicated that they elect to decline the offered Chromebook/Mobile Device Protection Plan, in which case they assume full financial responsibility for the Chromebook/Mobile Device including theft, loss or any damages.

VIII. Cost of Repairs

Students and parents/guardians will be held responsible for ALL damage to their Chromebook/Mobile Devices including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, parents/guardians will incur a financial obligation equal to the full replacement value of the device as specified in the applicable School District Chromebook/Mobile Device Protection Plan form. These costs can be avoided with the purchase of the optional School District Chromebook/Mobile Device Protection Plan.

Lost items such as chargers/cables will be charged the actual replacement cost.

Policy Adopted: 06/18/18

Wallingford School District Chromebook/Mobile Device Protection Plan Form

Date: _____ Grade: _____ School: _____

Name of Student: _____ Student ID Number: _____

Like textbooks, team uniforms and other school property issued to your child, there is a responsibility to take appropriate care of these valuable resources. The Chromebook is no different but it does represent a cost to the district and consequent liability to students and parents. We have a warranty in place to cover the Chromebooks covered for manufacturing defects, but we know loss and accidents may also happen, even when students take good care of the device. In these instances, district policies, state regulations and practices require a fine be levied to cover the repair or replacement cost of district property. With Chromebooks, the cost of loss or damage is lower than many other technology tools, but it can still be significant.

In response, the district has developed a **voluntary** Protection Plan Program for Chromebooks.

One year Chromebook Protection cost (school year 2018-19): \$30.00

PROTECTION PLAN COVERAGES

- What's Covered - 2 claims per year
 - Accidental damage - including but not limited to broken screen, liquid spillage, dropped
 - Unavoidable Theft - police report must be submitted within 72 hours of theft

- What's Not Covered
 - Lost Chromebooks are not covered by this policy. A full replacement cost not to exceed \$250.
 - Excessive scratches/wear to Chromebooks exterior.
 - Intentional marking, defacing, removing name label or WPS ID sticker and/or abusing the Chromebook.
 - Damage caused by tampering with hardware components or operating system (i.e. jailbreaking) to alter district configurations.

POLICY VOID

- The policy will become void for the term if:
 - More than two (2) claims are made during the policy term.
 - If the school makes a determination that the damage to the Chromebook was intentional or caused by abuse.

EXAMPLES OF COSTS (If protection plan is not purchased)

Full Chromebook Replacement	\$250	Top Case	\$60
Screen Replacement	\$75	Bottom Case	\$20
Charger Replacement	\$30	Keyboard Replacement (if broken keys cannot be repaired)	\$60

YES	NO
<input type="checkbox"/> Yes, I wish to participate in an annual Chromebook Protection Plan and will pay the school District an annual protection payment for coverage of the Chromebook against theft, loss or accidental damage in the amount of \$30. This payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. (Check payable to Wallingford Board of Ed or cash attached to this form.)	<input type="checkbox"/> No, I am declining the School District Chromebook Protection Plan and agree to pay for ANY repairs or replacement of the Chromebook Device at a cost not to exceed the replacement value of \$250 should the Chromebook/Mobile Device be stolen, lost or damaged in any way.
Date:	Date:
Parent Signature:	Parent Signature:
Print Name:	Print Name:

Chromebook/Mobile Device Student User Agreement and Parent Permission Form

As a user of the Wallingford Public Schools computer network and recipient of a Wallingford Public Schools' Chromebook/Mobile Device, I acknowledge receipt of and hereby agree to comply with the "Wallingford Public Schools Chromebook/Mobile Device Student User Agreement" and with the "Wallingford Public Schools Network/Internet Responsible Use" Policy contained in the Wallingford Public Schools Parent/Student Handbooks. I understand that my use of a Chromebook/Mobile Device is subject to the Parent/Student Handbook Student Discipline Code, Wallingford Public Schools Bullying Policy (5131.911, 5131.913), Wallingford Public Schools Acceptable Computer Use Policy (6141.321), the "Fees, Fines, Charges" Policy (6121.21), Wallingford Public Schools Exploitation/Sexual Harassment Policy (5145.5) and all other policies of the Wallingford Public Schools.

Student Name (PRINT): _____

Student Signature: _____ Date: _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I have read, reviewed and understand the "Wallingford Public Schools Network/Internet Responsible Use" Policy and the "Chromebook/Mobile Device Student User Agreement" and I have discussed both fully with my child. I further understand my rights under the Children's Online Privacy Protection Act (COPPA), described in Question 1 of the Frequently Asked Questions/Hints & Tips for Parents Section of this Agreement, and with that understanding, I give permission for my child to use Google Apps for Education on my child's Chromebook/Mobile Device. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use by setting and conveying the school's standards, procedures and rules when selecting, sharing, or exploring information and media. I acknowledge receipt of and hereby agree to comply with the Wallingford Public Schools "Chromebook/Mobile Device Student User Agreement" and with the "Wallingford Public Schools Network/Internet Responsible Use" Policy contained in the Wallingford Public Schools Parent/Student Handbooks.

Parent/Guardian Name (PRINT): _____

Parent/Guardian Signature: _____ Date: _____