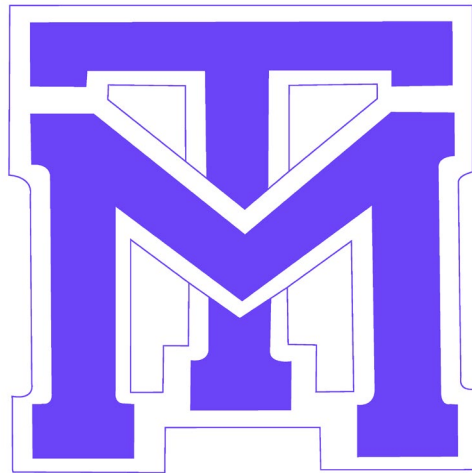


Montachusett Regional Vocational Technical School District



1:1 Chromebook Guidelines & User Agreement

2019-2020

Table of Contents

Initiative Overview	3
Parent/Guardian Responsibilities	3
Student Responsibilities	3-5
Receiving and Returning Your Device	5
Caring For Your Device	6,7
Loss, Theft and Vandalism	8
Device Use, Conduct and Digital Citizenship	8
Student Access to the Internet Filtering	8,9
Device Protection Plan (DPP)	11
Repair/Replacement Costs	12
Sample Device Protection Plan Form	13
Sample Student Repair Form	14
Frequently Asked Questions (FAQs)	15, 16
Student and Parent Agreement Form	17

1:1 Chromebook Initiative Guidelines

General Initiative Overview –

The 1:1 device initiative supports the technology mission of Montachusett Regional Vocational Technical School to provide the highest quality academic and technical education possible to prepare our students for college and career paths leading to success in an ever-changing technological world. The objectives of this effort include:

- *Access: one computer device per student*
- *Build 21st Century Skills: communication, collaboration, digital competence*
- *Prepare students for transition to college and careers*
- *Increase student engagement*
- *Enhance teaching and learning with access to Web 2.0 resources for reading, writing, communicating and collaborating*
- *Build student skills in use of digital tools: word processing, spreadsheets, and presentations using Google Apps for Education*

This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students' engagement with content and promote the development of self-directed, responsible life-long learners. Students will transition from consumers of information to creative producers and owners of knowledge. Professional development for teachers will prepare instructors to enhance classroom environments with technology by implementing high-quality instruction, assessment and learning through the integration of technology into the curriculum.

Parent/Guardian Responsibilities

A strong partnership between school and home will help students be successful in the 1:1 Device Initiative. Parent/Guardian responsibilities include the following:

- Review the information in this handbook.
- Read and sign the Monty Tech **Student and Parent Agreement Form** (on Page 17).
- Decide whether to purchase the **Device Protection Plan** offered by the District *or* assume the financial responsibility for damage, loss or theft. Plan details are on Page 11 of this handbook.
- Monitor student use away from school.
- Ensure the device is properly cared for outside of school.

Student Responsibilities

- For Chromebook repairs, complete the **Student Device Repair Form**, available on the Monty Tech website, (sample on Page 13).
- To access the network responsibly for educational purposes during school hours only, (this includes the use of networked printers in the building).
- Use appropriate language and be respectful of others.
- Do not use devices to engage in harassment, bullying, or cyberbullying of any individual.
- Observe and respect license and copyright agreements.
- Keep usernames, passwords, and personal information confidential (i.e. student names, telephone numbers, and addresses should NEVER be sent electronically).
- NEVER allow anyone else to use your device. Parents or guardians may utilize the device for the sole

purpose of monitoring a student's use or classwork; personal or business use of a device by a parent or guardian is prohibited.

Students may not use network resources:

- To access, view, download, display, transmit, create, or otherwise possess or disseminate material that contains pornography, child pornography, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions;
- To download, stream or listen to internet based music, video and large image files not for school work, as this affects the performance of the network for all users;
- To access websites or other content blocked by the District, via codes or any other method.
- To alter, add or delete any files that affect the configuration of a school device other than the device assigned for personal use;
- To conduct any commercial business that is not directly related to a course offered by MONTY TECH in which the student is enrolled, e.g., Marketing, Culinary class;
- To conduct any activity that violates school rules, MONTY TECH Policy, or the law (this includes adhering to copyright laws);
- To access the data or account of another user (altering files of another user is considered vandalism);
- To install any unapproved software onto MONTY TECH Devices; or,
- To copy MONTY TECH school software (copying school owned software programs is considered theft).

In addition, students may not:

- Bring their own devices to use at school.
- Attempt to change any MONTY TECH network or server configuration or the configuration of the device.
- Change or alter usernames that are assigned by MONTY TECH.
- Video tape staff or students without their consent or knowledge, this includes (but is not limited to):
 - Webcams, laptops, cameras, cell phones, or any other digital devices
- Forward email commonly known as "SPAM," Unsolicited Commercial Email (UCE), or "junk email."
- Instant message or chat during class unless related to academic expectations set forth by the instructor.

Bringing the Device to School

- It is imperative students bring their device and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their device.
- Students who accidentally leave their device at home will have access to a device for the day by checking one out at the library.
- Students who regularly fail to bring their device to school will be subject to the penalties of the non-conforming minors' rules in the Student Handbook.

Charging of Devices

- It is the student's responsibility to have their devices charged each day when they come to school.
- It is the student's responsibility to maintain the power adapter and cord. The school does not have spare chargers to loan to students.
- The device should only be charged with the issued charger.
- Spare chargers are available for purchase in the school store.

- There are a limited number on charging station located in the school, one in the library and one in the café. They are available on a first-come-first-served basis.
- Students who regularly fail to charge their device will be subject to the penalties of the non-conforming minors' rule in the Student Handbook.

Student Printer Use

- Students will have access to designated printers in the building.
- MONTY TECH expects that the need to print materials on paper will be reduced as a result of students' ability to send assignments and other materials to their teachers through their device.

Responsibility for Electronic Data

- It is the sole responsibility of the student to backup data as necessary.

Equipment Provided

Each student will be issued the following items: Google Chromebook and AC charger. (Hereinafter collectively referred to as the "device"). MONTY TECH will retain records of the serial numbers and MONTY TECH asset tags of provided equipment.

Receiving Your Chromebook:

Chromebooks will be distributed to incoming freshmen, and any new student, within the first three weeks of the school year. Parents/Guardians and students MUST sign and return the MONTY TECH Chromebook Agreement Form before the Chromebook can be issued to a student. These 1:1 device guidelines outline information for families to protect the Chromebook investment for the Monty Tech School District and comply with the Children's Internet Protection Act (CIPA). Once distributed, students will possess and care for their issued Chromebook until collected by the District upon graduation or at the end of the device's lease.

Returning Your Chromebook:

All District-owned Chromebooks issued to students must be returned under the following circumstances.

- The student agrees to make the Chromebook available to the MONTY TECH Technology Department for upgrades and servicing upon request.
- The student agrees to return the Chromebook permanently to the MONTY TECH Technology Department at the conclusion of the device's lease agreement. A new device will then be issued to the student.
- The student agrees to return the Chromebook permanently to the MONTY TECH Technology Department as part of their Senior Sign-out procedure upon Graduation.
- Any student who is leaving the District must return District-owned Chromebooks to the Technology Department as part of their sign-out procedure.

It must be returned in working order with all parts and accessories included or the appropriate fees will be assessed. Failure to turn in the Device will result in the student being charged the full replacement cost.

Any Chromebook not returned as described above will be considered as stolen property, and law enforcement agencies will be notified.

Equipment Ownership

MONTY TECH retains the sole right of possession and ownership of all devices utilized in the 1:1 initiative, and grants permission to the student to use the device according to the rules and guidelines set forth in this document and the "Acceptable Use Policy." Failure to follow the terms of these guidelines may result in

disciplinary action, including but not limited to confiscation of any and all devices lent to the student and revocation of student access to MONTY TECH technology, as well as any other disciplinary action deemed appropriate. MONTY TECH reserves the right to monitor and log the use of its technology and network by users and examine user files and materials as necessary. Moreover, MONTY TECH administrative staff retains the right to collect and/or inspect the device at any time. There is no reasonable expectation of privacy while using MONTY TECH computers, networks, or technology.

Taking Care of Your Chromebook:

Students are expected to follow all the specific guidelines listed in this document and take any additional common sense precautions to protect their assigned device. Loss or damage resulting from failure to abide by the details below may result in limited use of the device. Proper care of your device is essential. This also includes caring for the power cord. When Chromebooks are broken, or fail to work properly, a **Student Device Repair Form** must be filled out as soon as possible so that they can be taken care of properly. ***Do not take District-owned Chromebooks to an outside computer service for any repairs or maintenance.***

Device General Care

- Treat this equipment with as much care as you would your own property.
- Use a soft, dry microfiber or lint-free cloth to clean your device screen.
- Do not attempt to remove or change the physical structure of the device, including the keys, screen cover or plastic casing. Do not deface the device exterior.
- Do not remove or interfere with the serial number or any identification placed on the device.
- Keep the equipment clean. For example, don't eat or drink while using the device.
- Close the lid of the computer when it is not in use, in order to save battery life and protect the screen.
- NEVER walk from one location to another with an open computer. This is applicable at school and at home.

Keep The Device in a Safe Place

- It is recommended that students keep the device in their locked school issued locker when not in their possession.
- The device should not be left on the floor where it might be stepped on, or within reach of small children or pets.
- The device should not be left in a car or anywhere it might be exposed to extreme temperatures.
- Devices left in unattended classrooms or other areas are considered "unattended" and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the device back. If the device is confiscated a second time, the student may be subject to consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student's responsibility.

Keep The Device Away from All Liquids.

- Exposure to liquids will severely damage a device and will result in large repair costs. Water, soda, juice, power drinks, coffee, etc. can all ruin your device completely. Open cans of soda and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/soda/etc. in your backpack with your device – even if it is sealed.

Device Problems

- If the device is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, the student must take the device to the Technology Office. If the device cannot be fixed immediately, the student may be issued a different device to use on a temporary basis.
- Even though response may not be immediate, District personnel capable of finding a solution will be notified and the problem will be taken care of in as timely a manner as possible.

Shutting Down the Device

- Fully shutdown the device when it won't be used for an extended duration. Simply putting your device to sleep and not using it for several days can drain the battery to a point where it may no longer accept a charge.
- It is a best practice to shut down your computer at night, connect the charger, and then power on again in the morning when needed.

Carrying the Device

- No heavy books should be placed on your device.
- Do not toss your book bag when the device is inside it.
- Never carry your device by the screen.

Chromebook Technical Support

Technical support will be available through the Technology Department. Services provided include the following:

- Hardware maintenance and repairs
- Password resets
- User account support
- Coordination and completion of warranty repairs
- Distribution of loaner Chromebooks
- For repairs, fill out a ***Student Repair Form***, available on the Monty Tech website.

NOTE: ALL repairs must be completed by Monty Tech's technology staff.

Loss, Theft and Vandalism of Devices

- Devices that are lost or vandalized need to be reported to the school's technology office immediately and within the first 24 hours. **Monty Tech uses Device Detective to collect the geolocation data to aid technology staff in the recovery of the device.**
- If the device is stolen while at school, the incident must be reported by the student to the Dean's Office immediately and within the first 24 hours.
- If the device is stolen outside of school, the parent/guardian must file a police report within 48 hours. A copy of the report must be turned into the school's tech office.
- The device should never be taken into the locker rooms, bathrooms, or other changing area. It is required to keep the device in your locked school issued locker at all times when not in your possession.

Device Use and Conduct

“Network resources” in this document refers to all aspects of the school’s owned or leased equipment, including, but not limited to, computers, printers, scanners and other peripherals, as well as email, internet services, servers, network files and folders, and all other technology related equipment and services. These rules apply to any use of the school’s network resources whether this access occurs while on or off campus.

Digital Citizenship

Individuals who utilize MONTY TECH’s technology resources are expected to abide by the principles of digital citizenship. Users must respect the intellectual property of others by crediting sources and following all copyright laws.

Reasonable efforts will be made to make sure students will be under supervision while on the network; however, it is not possible to constantly monitor all individual network use at all times. Students may encounter information that may be inappropriate or illegal. If a student encounters such information, the student should close the lid immediately and notify supervisory personnel or other appropriate personnel of what occurred.

Content Filtering

MONTY TECH efforts to monitor devices, in compliance with the Children’s Internet Protection Act (“CIPA”), will continue to do everything practicable to keep students safe when using technology. This includes installing content filtering on all devices. Filtering technology is not perfect. It is possible that restricted content may not always be stopped by filtering technology. MONTY TECH does not have control of content posted on the internet, nor does it have control of incoming email.

Sites and content accessible via the internet may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, illegal or otherwise inconsistent with the mission of the MONTY TECH. We expect students to use technology appropriately and follow all policies when using the internet, and believes that parent/or legal guardian supervision of technology use outside of school is of critical importance to ensuring student safety and compliance with District policies and federal, state, and local law. Students found in violation of the Acceptable Use Policy will be subject to disciplinary action.

Student Access to the Internet

At school, students will have access to the Internet through the school network. When not at school, students can access the Internet on District devices if they have internet access available to them in their home or other locations. MONTY TECH will not provide students with internet access outside of school. The device’s content filter will also be in place when students access the Internet outside of the school. Therefore, sites that are “blocked” at school could also be “blocked” in other locations where students access the internet.

Students may access the internet on their District device at any time outside of school. As with any other internet-enabled device, MONTY TECH recommends that parents/or legal guardians monitor their student’s time and activities on the internet. Students should understand that their parent’s/guardian’s rules about internet usage outside of school are applicable even when the student is using their District device.

Student Access & Privacy Monitoring

- There is no reasonable expectation of privacy while using MONTY TECH computers, networks, or technology. Ultimately, the device is the property of MONTY TECH, and MONTY TECH has the right to determine what is appropriate and to search the Device if necessary at any time.

- MONTY TECH’s filtering software allows MONTY TECH to block websites that are inappropriate for students whether they are accessing the web via MONTY TECH wireless network or if they are connected to the Internet at other locations.
- Students who access inappropriate sites, or are accessing sites during the school day that are not related to a class they are in will be subject to disciplinary action.
- If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to a staff member. NOTE: The District will continue to expand “digital citizenship” in which students are educated on acceptable standards of online behavior. The best filtering software in the world cannot match the combination of education and supervision at school and home.

Downloading Programs & Personalizing the Device

- No student may download, install, or use any software in violation of applicable copyrights and license agreements.
- Approved applications will be installed by MONTY TECH’s Technology Department or will be made available for students to download through internal resources on student devices.
- All students will be able to personalize their device in terms of layouts and screensavers. All items must be appropriate and not violate any MONTY TECH policy or rule.
- Stickers and other markings on the outside of the device are not allowed; however, students are encouraged to purchase and personalize their own protective cover. Such covers are available at the school store.
- Each device is easily identified by a specific numbering system (“Asset Tag”) that is placed on the device by the Technology Department and may NOT be removed.

Ear Buds/Headphones

The use of ear buds/headphones in class and/or during directed study is at the teacher/supervisor’s discretion. Ear buds/headphones will not be provided by the MONTY TECH.

Disclaimer / No Warranties

MONTY TECH account holders take full responsibility for their access to MONTY TECH’s network resources and the Internet. Specifically, MONTY TECH makes no representations or warranties with respect to school network resources nor does it take responsibility for:

- The content of any advice or information received by an account holder.
- The costs, liability or damages incurred as a result of access to school network resources or the internet
- Any consequences of service interruptions, loss of data, or delivery failures, for whatever reason.

Legal Issues and Jurisdiction

Because the MONTY TECH owns and operates the equipment and software that compose our network resources, the school is obligated to take steps to ensure that all equipment and facilities are used legally. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of MONTY TECH’s network resources is subject to the rules stated in this policy. MONTY TECH monitors its network and may investigate electronic incidents even if they happen after school hours and outside of school.

Optional Device Protection Plan

Device Protection Plan (DPP)

As part of MONTY TECH's 1:1 technology initiative, parents have the option to enroll in the Device Protection Plan (DPP). Enrollment in the plan will minimize the potential repair and/or replacement fees associated with the device. DDP provides coverage against accidental damage (drops, spills, etc.) as well as protection against theft, fire, power surge and natural disasters.

By selecting this plan you agree to pay an annual fee of **\$20 to be enrolled** in the DPP. You may enroll in the plan by going to this link –

<https://gpo.worthavegroup.com/gpo/montytech>

There will be no refunds given on the original DPP purchase if a student leaves MONTY TECH, or upon graduation. Special circumstances will be evaluated by school administration in collaboration with the Technology Office if the student is determined to be economically disadvantaged as defined by the federal guidelines, and the above fee may be waived.

If a device becomes damaged, your student will fill out the *Student Device Repair Form* and bring the device to the technology department. The Technology Department will repair the device. The Technology Department will handle all shipping for insurance claims. **If the device is lost, a fee of \$192 will be assessed.** If the device is stolen while at school, the incident must be reported by the student to the Dean's Office within 24 hours. If the device is stolen outside of school, the parent/guardian must file a police report within 48 hours. A copy of the report must be turned into the school's Technology Office.

What is covered under the plan?

- Accidental damage, includes drops/cracked screens/liquid spills
- Vandalism, theft (with a police report). If the device is stolen, a police report must be filed within 48 hours. A copy of the report will need to be sent to the insurance company with the claim.
- Natural disasters, fire/flood damage, liquid submersion
- **Damage of original power cord. Any lost power cords will be assessed a fee of \$35**
- Power surge due to lightening
- Replacement of a lost device, IS NOT COVERED.

Intentional damage to the device is NOT covered under the plan.
Intent will be determined by the administration and the Technology Office.

Repair/Replacement Costs

Parents and students who choose NOT to purchase the **Device Protection Plan** are responsible for 100% of all repair and replacement costs for the device that is not related to a manufacturer issue.

The following prices are estimates, as exact costs for each repair will be made upon further inspection of the damaged device. Should the student's device become damaged, the student will be provided a loaner device, while their assigned device is being repaired. Once the assigned device is repaired, the loaner will be collected. Accidental or intentional damage is NOT covered on the loaner device.

Any damage to the loaner device is the fiscal responsibility of the student. If you have purchased DDP, it does not cover the school's loaner device.

Repair/Replacement Costs without DDP

Parts for HP Chromebook 11 6G EE	Price Per Unit
Innolux LCD Panel	\$30
Keyboard/Palmrest	\$57
Bezel	\$20
Trackpad	\$20
Motherboard (4GB)	\$115
Top Cover	\$33
Bottom Cover	\$30
AC Adapter	\$35
Battery	\$38
Wifi Card	\$13
Speaker	\$13
USB Board	\$20

MONTY TECH

Chromebook Accident and Theft Coverage Enrollment Guide

The school is offering a full coverage Chromebook protection plan against accidents, theft and natural disasters! No deductible and unlimited claims!

**Enroll quickly and securely online using the link below.
Protect your device today!**

Without this coverage, you are responsible for all costs of damage or loss.

Protection Cost: starts at \$19.50

Portal is open from **8/28/19 - 9/28/19**

CLICK HERE TO PURCHASE ONLINE

insureyourdevice.com/montytech

for Montachusett Regional Vocational Technical School



What is Covered

- Accidental Damage
- Liquid Damage
- Vandalism
- Natural Disasters including flood, lightning
- Power Surge
- Theft/burglary/robbery

Out of pocket fee for filing claims: \$0

Payment Methods Accepted:

We accept Visa, Mastercard, American Express, Discover, Paypal and check.

Effective Dates and Other Terms

1 -3 years.

Coverage Amount: \$192 | Maximum Liability: \$192

To learn more about how enrollment works, you follow an interactive interactive guide. Please visit insureyourdevice.com/montytech to learn more.

**Deadline to purchase coverage
Sept. 28th, 2019**

Exclusions and Terms

Any dishonest, fraudulent, malicious or criminal acts. All theft claims must have a police report filed within 5 days of the theft.

Corrosion & Rust, Cosmetic Damage, Electrical Breakdown, Intentional Acts, Mechanical Breakdown, Theft from Unlocked Vehicle, Mysterious Disappearance/Lost, Wear & Tear.

Any use not in accordance with District Acceptable Use Policies.

Additional loss caused by the failure to use all reasonable means to protect the device after it has been damaged.

Any loss to data that I have placed on the device.

All claims must be reported to school within 60 days of the damage or theft. Additional terms may apply. See website for details.

Go to this *link* to fill out & submit the Student Repair Form

Student Device Repair Form

Your email address (pothier-pamela@montytech.net) will be recorded when you submit this form. Not you? [Switch account](#)

* Required

First Name *

Your answer

Last Name *

Your answer

YOG:

Your answer

Student ID Number *

Your answer

Chromebook Serial Number (Found on the bottom next to S/N) *

Your answer

Deadline to Purchase Coverage: Sept. 29, 2018

Yes

No

Do you have the optional Device Protection Plan? *

Yes

No

Please describe the issue you are having.

Your answer

A copy of your responses will be emailed to pothier-pamela@montytech.net.

SUBMIT

Never submit passwords through Google Forms.

SAMPLE

Chromebook FAQ's

Please read the 1:1 Chromebook Guidelines and Use Agreement first. Many of your questions will be answered in the guide.

- Q: Will I be able to keep the Chromebook over the summer?
- Q: Can my son/daughter opt out of the Chromebook 1:1 and bring in their own device?
- Q: How can my son/daughter protect the Chromebook traveling between home and school?
- Q: Can software be downloaded on the Chromebook?
- Q: What happens if I don't have Internet Access at home?
- Q: Will all textbooks be now online?
- Q: Will the Chromebooks be filtered?
- Q: Will there be opportunities to charge my Chromebook at school?
- Q: What do I do if my son or daughter is having a problem with their Chromebook?
- Q: Are these devices school property?
- Q: In addition to the device, what other items will be issued to the student?
- Q: Are student rental/use fees associated with the 1:1 program?
- Q: Will my family homeowner's insurance cover damage to my student's device?
- Q: How do we file an insurance claim?
- Q: If we decide not to purchase the protection plan initially, can we purchase it later?
- Q: Are there additional out-of-pocket costs under the protection plan?

Q: Will I be able to keep the Chromebook over the summer?

A: Yes. Returning students will have the option to keep their Chromebook over the summer or turn it into the high school for safekeeping. Seniors must return their Chromebooks as part of their senior obligations.

Q: Can my son/daughter opt out of the Chromebook 1:1 and bring in their own device?

A: No. Students are required to bring in the Chromebook charged.

Q: How can my son/daughter protect the Chromebook traveling between home and school?

A: Students are encouraged to purchase a protective case for their Chromebook. Students should always transport the Chromebook in its case to protect against damage. Cases are available for purchase in the School Store.

Q: Can software be downloaded on the Chromebook?

A: Chromebooks are a web-based device, therefore software cannot be loaded on the device however there are a variety of Apps and Extensions that students can load.

Q: What happens if I don't have Internet Access at home?

A: Chromebooks have the ability to work offline on a variety of tasks.

Q: Will all textbooks be online as a result of this initiative?

A: Over time we hope to transition to digital textbooks and other online resources as new textbooks are adopted.

Q: Will the Chromebooks be filtered?

A: All Chromebooks will be filtered from harmful content, whether at school or off campus. It is the responsibility of the student to adhere to the MONTY TECH's AUP policy at all times.

Q: Will there be opportunities to charge my Chromebook at school?

A: There are limited charging stations located throughout the school.

Q: What do I do if my son or daughter is having a problem with their Chromebook?

A: Students should speak with their teacher, visit the Technology Office and/or fill out a Student Repair Form on the Monty Tech website.

Q: Are these devices school property?

A: Yes, devices are checked out to students much like textbooks, and students will be required to return the devices in good working condition.

Q: In addition to the device, what other items will be issued to the student?

A: Each device comes with a power cord. This is considered property of MONTY TECH and must be returned with the Chromebook.

Q: Are student rental/use fees associated with the 1:1 program?

A: There are no costs for students/parents to participate in the 1:1 program. Parents have the option to purchase a **Device Protection Plan** at a cost of **\$20 per device** to help minimize their financial risk of potential damage. See Page 12 of this handbook for details on repair and replacement costs.

Q: Will my family homeowner's insurance cover damage to my student's device?

A: Please contact your personal insurance provider to inquire about policy coverage.

Q: How do we file an insurance claim?

A: Students should fill out a Student Repair Form on the Monty Tech website and the Technology office will initiate and process a claim.

Q: If we decide not to purchase the protection plan initially, can we purchase it later?

A: You will need to purchase the DPP during the enrollment period.

Q: Are there additional out-of-pocket costs under the protection plan?

A: No. Unless the device is intentionally and maliciously damaged or if the Chromebook and/or cord is stolen or lost.



**Montachusett Regional Vocational Technical School
1:1 Chromebook Guidelines
Student and Parent Agreement Form**

YOG: _____

Student Responsibilities - Your Chromebook is an important learning tool and is for educational purposes. In order to take your Chromebook home each day, you and your parents/guardians must be willing to accept the following responsibilities:

- I/we understand that the Chromebook is my responsibility.
- I/we understand that Chromebook use is a privilege not a right.
- I/we will not leave my Chromebook unsupervised and will do everything I can to prevent it from damage.
- I/we will honor the Montachusett Regional Vocational Technical School Chromebook Guidelines and the Acceptable Use Policy.
- I/we will not view, create, send, or download inappropriate material.
- I/we will bring the Chromebook to school every day with a fully charged battery.
- I/we will treat the Chromebook as a valuable piece of equipment and will report any mechanical or technical issues to a teacher immediately.
- I/we will not attempt to add, delete, access, or modify other user accounts on the Chromebook.
- I/we will take no action that could interfere with the Montachusett Regional Vocational Technical School network.
- I/we will report inappropriate use to my instructor or an administrator.
- I/we will return the Chromebook when requested by the Technology Department or upon withdrawing from the school.
- I/we will file a police report in case of theft or damage caused by fire and notify the Dean’s Office immediately.
- I/we agree to pay the full replacement cost of my Chromebook and/or power cord/charger in the event either of these items are lost or damaged through my own negligence.
- I/we understand that we have the opportunity to purchase a **Device Protection Plan** through the District. The plan costs \$20.00 annully. While not mandatory, the District recommends that parents purchase this plan to protect against more substantial losses.

_____ I/We elect to purchase the **Device Protection Plan** for this device.

_____ I/We decline the offer of **Device Protection Plan** for this device.

I/we agree to the terms above and accept responsibility for the Montachusett Regional Vocational Technical School-owned Chromebook. I understand that I am accepting responsibility and am responsible for the total cost of any damage, destruction, or loss of the assigned Chromebook due to my negligence. I understand that I am responsible for the total cost of replacing a damaged, destroyed, or lost Chromebook any time after the first full replacement cost is incurred by the school.

Student Printed Name

Student Signature

Date

Parent Printed Name

Parent Signature

Date