

WARREN TOWNSHIP HIGH SCHOOL AGREEMENT AUTHORIZING STUDENT USE OF A DISTRICT-OWNED MOBILE DEVICES

As a part of its commitment to integrating technology into the curriculum, the Board of Education of Warren Township High School District #121 has purchased Chromebooks and their related accessories on behalf of the students. The Chromebooks are for students' individual use. Each student will be issued a Chromebook when they enroll at WTHS and must bring it to school every day, just like a textbook. In order to be issued a Chromebook, you must read, sign, and return the attached form to Warren Township High School District #121. The cost of the Chromebook is covered by four years of Technology Fees (included in the yearly registration fee.) Once four years of fees have been paid, the Chromebook has been purchased from the District and, upon graduation, becomes the property of the student.

Access to the technology resources of the District is a privilege and not an entitlement or right. Students are responsible for the appropriate care, handling, necessary repairs, and use of the Chromebook as outlined in this document.

A. USING THE CHROMEBOOK

1. **Acceptable Use of Chromebook.** The student's use of the Chromebook, whether at home or at school, is to be for educational purposes consistent with the curricular goals of the District and with Board of Education policies. The student may not use (or allow others to use) the Chromebook in a way that violates the Board's policy on acceptable use of its electronic networks (**Board Policy 6:235**). By using the Chromebook, the student agrees to abide by Board Policies that include the Authorization for Electronic Network Access, student discipline, anti-bullying and anti-harassment, and all other applicable policies and the guidelines in this document. Violation of any of these policies or guidelines could result in loss of the privilege of using the Chromebook; discipline, up to and including suspension or expulsion; and referral to law enforcement.
2. **Using the Chromebook at School.** Unless otherwise instructed, the Chromebook is intended for use at school every day. If the student is permitted to use the Chromebook at home, he/she is responsible for bringing it to school every day, fully charged.
3. **Using the Chromebook Outside the District.** In the event the student uses the Chromebook at home or elsewhere outside the District, he/she is bound by the same policies, procedures, and guidelines as at school.
 - a. **Responsibility for Supervision outside the District.** The District is not responsible for filtering inappropriate material or monitoring students' Internet activity outside of school. While using the Chromebook assigned to them outside of school, parents/guardians agree to be solely responsible for supervising the use



of the device, including Internet access. You may choose to limit such use. Any parent/guardian who does not wish to assume this responsibility should so indicate on the form at the end of this document. In such cases, arrangements will be made for your student to leave the Chromebook at school.

- b. Technical Support outside the District.** The District cannot guarantee that the Chromebook will function outside the District at the same level as inside the District. Configuration of any home network connection is your responsibility and not the responsibility of the District. Any configuration applied to the Chromebook that impairs its performance in school may be removed by District staff.
- 4. Accessories.** The District will provide accessories necessary for use of the Chromebook. The decision whether to purchase additional accessories (such as a case, extra charger, keyboard, stylus, etc.) for the device rests with the student. As with any personal property brought to school, the District reserves the right to disallow the use of any accessory and is not responsible for any loss or damage to personal property. In addition, the District cannot and does not guarantee that an accessory purchased at one point in time will be compatible with devices provided in the future.
- 5. Caring for the Chromebook.** The Chromebook assigned to the student remains the property of the District for the duration of high school and must be maintained appropriately. In addition to the manufacturer's instructions included with the Chromebook, if any, your student must care for the Chromebook as follows:
 - a. Only use a clean, soft cloth to clean the device. Do not apply more pressure than absolutely necessary. If a liquid cleanser is needed, do not attempt at home; the students must bring the device either to Tech Academy or to the Library for a staff member to use our approved cleaning fluid.
 - b. Certain stickers have been placed on/were provided with the Chromebooks for identification purposes. Do not remove, deface or cover these stickers. The student's name must be written in the space provided on the top cover sticker. Students may add additional school appropriate stickers but should not write, draw on, mark, up or deface the Chromebook.
 - c. Nothing should ever be plugged into a Chromebook's USB port for charging purposes. Cell phones, smart watches, and similar devices can damage the battery prematurely and the repair cost will be passed on to the student.
 - d. Insert and remove cords and cables carefully to prevent damage to connectors.
 - e. Handle the device carefully. Screens can crack not only when dropped, but also when twisted or subjected to pressure from stepping or leaning on them. Don't



stack other objects (books, binders, etc.) on top of the Chromebook.

- f. Don't leave the Chromebook in places of extreme temperature, humidity, or limited ventilation (e.g., in a car) for an extended period of time.
- g. Keep food and beverages away from the Chromebook.
- h. Make sure the Chromebook is secure when it is out of sight. Don't leave it in an unlocked locker, a desk, or other location where someone might take it.

B. RESPONSIBILITIES OF STUDENTS AND PARENTS/GUARDIANS

- 1. Parents'/Guardians' Responsibility for Student's Compliance.** You agree to monitor and supervise your student's use of the Chromebook outside of school and to make every effort to ensure your student's compliance with the obligations and responsibilities described in this Agreement and in all applicable Board Policies related to their use of the Chromebook. If the device breaks, the student must bring it to Tech Academy for repairs and either pre-purchase the protection plan for each school year, or pay for the parts used in the device's repair(s).
- 2. Returning the Chromebook.** The Chromebook is the property of the District, until it has officially transferred to the student after four years. If the student withdraws from the District, they must return the Chromebook prior to your student's last day of attendance. The device and accessories must be returned in operable condition, with all parts intact. If the student fails to return the Chromebook and any related accessories as directed, the District may, in addition to seeking reimbursement from you, file a theft report with the appropriate law enforcement agency.

C. CHROMEBOOK DATA AND SOFTWARE

- 1. Managing Your Files and Saving Your Work.** Work done on a Chromebook is typically saved to the student's @wths.net Google Drive. It is the student's responsibility to make sure their work is not lost due to a failure or loss of the Chromebook.
- 2. Personal Content on the Chromebook.** Students should be aware that any content (including, but not limited to, documents, music or audio files, and photographs) stored on the Chromebook potentially could be subject to access by third parties pursuant to law or subject to discovery in a legal proceeding. In addition, personal content may be deleted in the course of routine maintenance and/or troubleshooting. It is the student's responsibility to back up all personal content stored on the Chromebook.
- 3. Chromebook Data as District Records.** Data saved to the Chromebook or to Internet-based storage space (i.e., the "cloud") via the Chromebook are not



maintained by the District as public records or as student records. In the event data stored on a Chromebook or stored in the cloud via a Chromebook needs to be maintained by the District for any reason, the District will take affirmative steps to preserve it.

4. **District-Required Software.** The District will provide any software required to use the Chromebook for school purposes. This software may not be removed. The District may update, add, or remove software at any time for any reason, without prior notice.
5. **Prohibited “Jail breaking.”** “Jail breaking” is the act of replacing the manufacturer’s operating system with custom software, allowing the user to circumvent the manufacturer’s security and licensing restrictions. The act of jail breaking or otherwise disrupting the configuration of the Chromebook voids the manufacturer’s warranty and is a violation of this Agreement. Removal of any District-installed configuration is prohibited and will be considered a violation of this Agreement.
6. **Personal Software.** With permission from the District and a legally-acquired license, students may install additional software or apps on the Chromebook. However, the District is not responsible for providing technical support for personal software or apps and such software may be deleted at any time for any reason.
7. **Compliance with Copyrights.** In using the Chromebook, students must follow the Board of Education Policy governing use of copyrighted material and applicable copyright law.
8. **No Expectation of Privacy.** There is no expectation of privacy for any communication made using the Chromebook or for any content created using and or stored on the Chromebook. The District reserves the right to inspect the Chromebook and its contents at any time and for any reason.

D. REPAIR OF, LOSS OF, OR DAMAGE TO CHROMEBOOK

1. **Technical Support.** If the student’s Chromebook is not functioning properly, they should report to Tech Academy for assistance and/or repairs. A loaner device (and charger, if needed) may be issued to the student for the duration of the repair process. The student is responsible for returning all such loaned items upon request from Tech Academy personnel. If the items are not returned in a timely manner, the student may receive a bill equal to the fine(s) for their loss.
2. **Loss of or Damage to Chromebook.** If the Chromebook is lost, the student must immediately notify the Library Technology Clerk. If it is stolen, the student must immediately file a report with the Gurnee police officer on site. If the Chromebook is



damaged, the student must bring the device immediately to Tech Academy at their respective campus. If you elect not to purchase the offered Protection Plan for the school year, the student is responsible for the cost of any parts used in the repairs to the device. If the damage is clearly and undeniably malicious in nature, the District reserves the right to impose consequences, including the cost of the device if necessary, regardless of the Protection Plan.

E. WAIVER AND INDEMNIFICATION

- 1. Waiver of Chromebook-Related Claims.** By signing the “Chromebook Acknowledgement” below, you acknowledge that you and your student have read, understand, and agree to follow all guidelines and policies outlined or referenced in this Agreement and agree to be bound by this Agreement. You also agree and represent that the Chromebook (including any related accessories) was delivered in good working order and that it must be returned to the District in good working order. **By signing this Agreement, you waive any and all claims you or your students (and each of your respective heirs, successors, and assigns) may have against Warren Township High School District #121 and its Board of Education, and its individual Board members, officers, employees, and agents relating to, connected with, or arising from the use of the Chromebook or this Agreement.**
- 2. Indemnification for Chromebook-Related Claims.** To the fullest extent allowed by law, you agree to indemnify, defend, and hold harmless Warren Township High School District #121 and its Board of Education, and its individual Board members, officers, employees, and agents from any and all claims, damages, losses, causes of action, and the like relating to, connected with, or arising from the use of the Chromebook or this Agreement.



CHROMEBOOK ACKNOWLEDGEMENT

STUDENT'S NAME: _____

GRADE: _____

PARENT/GUARDIAN AGREEMENT. I am the parent/guardian of the student listed above, and I acknowledge that I received, read, and understand the *Agreement Authorizing Student Use of a District-Owned Chromebook*, including its waiver and indemnification provisions. Further, I understand that:

- My student is responsible for bringing the Chromebook issued to them to school every day, fully charged, and for taking care of and properly using the Chromebook.
- My student's failure to care for the Chromebook or their improper use of the Chromebook may subject them to disciplinary action, loss of the privilege of using the Chromebook, and referral to law enforcement.
- I am responsible for monitoring and supervising my student's use of the Chromebook, including its access to the Internet, outside of school.
- I am financially responsible for any damage to or loss of the Chromebook assigned to my student.
- I am responsible for ensuring my student's compliance with the terms of the *Agreement Authorizing Student Use of a District-Owned Chromebook*.

[] I do **not** want my student to bring the District-provided Chromebook home. *(Note: You and your student must still sign this Acknowledgement for your student to use the Chromebook in school.)*

Parent's Name

Parent's Signature

Date

