



Powers On

1:1 Student-Centered Technology

TECHNOLOGY HANDBOOK

Student and Parent Guide

Version 2.1.2

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Overview

Spartanburg School District One recognizes that access to technology provides students with opportunities to learn, engage, and develop the necessary skills to be career and college-ready in the 21st century. The mission of the “Powers On” program is to enrich the curriculum with technology opportunities that build and sustain an engaged and collaborative learning environment for all students. A structured digital environment that is safe, yet demanding will enable and support students and teachers as they explore transformative uses of technology. In order to reach the goal of preparing all learners for the ever-changing tomorrow, the “Powers On” program provides:

- technology rich instruction **kindergarten through grade 12** on various platforms including Windows, iOS, MacOS, and Chrome.
- access to technology tools through various instructional devices for **kindergarten through grade 2**.
- 1:1 devices (Chromebook) for each student in **grades 3 through 12**.



Use of Technology

The following handbook provides students and their parents/guardians with information about the general use of technology, “ownership”, rights and responsibilities for possession of the Chromebook, and care of the Chromebook. All students and their respective parents/guardians must agree to all policies listed in this handbook in order to receive and utilize a Chromebook, school network, and all other district owned technology-related items. With this privilege and the extraordinary opportunity to explore digital resources, come responsibilities for each student and his/her parents/guardians. District One will ensure that all students use the Chromebook and its access to other resources as an essential part of their learning experiences. Along with the efforts of parents/guardians, District One will follow its policies in maintaining an environment that promotes ethical and responsible conduct in all electronic resource activities and uses.

Ownership

District One retains sole right of possession and ownership of the Chromebook and grants permission to the student to use the device according to the rules and guidelines set forth in this document. District One lends the device to the student only for educational purposes during the academic year. Failure to follow the terms of the policies will result in disciplinary action, including but not limited to, confiscation of any and all devices and accessories lent to the student and revocation of student access to District One technology, as well as any other disciplinary action deemed appropriate by District One policy. District One reserves the right to monitor and log users’ (students’) use of the district’s technology and network and to examine user (student) files and materials as necessary. Moreover, District One administrative staff retains the right to collect and/or inspect the device at any time, including via electronic remote access; and to alter, add, or delete installed software or hardware. There is no reasonable expectation of privacy while using District One computers, networks, or technology.

Chromebook Distribution

Before the Chromebook can be issued in grades 3-12, the “*Technology and Chromebook Agreement*” must be signed by a parent/guardian. When signed, each student will be issued a Chromebook, a protective work-in carry case, and power adapter with cord (if applicable). Please see the next section for “Instructional Technology Fee”.

Instructional Technology Fee

An annual, non-refundable \$35 Instructional Technology Fee will be assessed to each student in grades 3-12. Unpaid fees will transfer to the next grade level and to other schools within the district. Families that need financial assistance should contact their school principal. The use of Chromebooks in the classroom decreases the traditional required supplies (i.e. paper, notebooks, etc.) and schools continue to make every attempt to cut back school supply lists to help offset the Instructional Technology Fee.

Chromebook Damage Protection Plan

Payment of the Instructional Technology Fee is required to enroll the device into a damage protection plan that covers the device in case of accidental damage. If the yearly instructional technology fee is not paid, and/or intentional damage is determined, the parent may be responsible for the entire repair or replacement cost of the device if damaged, lost, or stolen. The protection plan ONLY covers the Chromebook device; carrying cases and power cords are not covered. This protection plan covers normal use, mechanical breakdown, or accidental damage and will include the provision of replacement parts necessary to repair the device. The damage protection plan does not cover theft, loss, fire, negligence, or intentional damage.

Yearly co-pay for accidental damage:

| | |
|------------------------------|-------------------|
| First Incident (accidental) | Covered |
| Second Incident (accidental) | \$25 parent copay |
| *Third Incident (accidental) | \$25 parent copay |

** The school or district will assess the use of technology as a privilege to include the possibility of repair and or replacement costs.*

If the Chromebook or the accessories are deemed to be intentionally or negligently damaged by the student, he/she may be subject to discipline and the cost of repair or replacement. The damage protection plan does not cover loss of the device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. The district will assess damage to the device and accessories at the time of turn in for excessive wear, cosmetic damage, unreported or intentional damages. See below for anticipated repairs or replacements costs:

| | | | |
|---|-------------|---|--------------|
| <i>Case Replacement due to excessive damage or loss</i> | <i>\$35</i> | <i>Chromebook excessive cleaning required</i> | <i>\$10</i> |
| <i>Case excessive wear</i> | <i>\$10</i> | <i>Chromebook excessive wear to shell</i> | <i>\$15</i> |
| <i>Case extreme wear</i> | <i>\$15</i> | <i>Chromebook screen replacement</i> | <i>\$180</i> |
| <i>Missing case strap</i> | <i>\$10</i> | <i>Chromebook keyboard replacement</i> | <i>\$58</i> |
| <i>Broken case zipper</i> | <i>\$10</i> | <i>Chromebook keyboard maintenance</i> | <i>\$10</i> |
| <i>Charger replacement</i> | <i>\$32</i> | <i>Chromebook replacement</i> | <i>\$275</i> |

(Costs are estimates and subject to change)

Lost or Stolen Equipment

If any equipment is lost, the student or parent/guardian must report the loss to the school immediately. The circumstances of each situation involving lost equipment will be investigated individually. Parent/Guardian may be billed for lost equipment.

If the equipment is stolen, a police report must be filed and a copy of the report must be provided to the school by the student or parent/guardian in a timely manner. If there is not clear evidence of theft or the equipment has been stolen due to student negligence, the student and parent/guardian will be responsible for the full cost of replacement.

The district may use its discretion to replace a student Chromebook if and only if it is determined by the district that the student acted in a reasonable manner when storing and taking care of the Chromebook and acted in good faith to find the Chromebook, such as filing a police report and reporting the loss or theft to the district. The district will not be obligated to replace a student Chromebook in the case of negligence and failure to use diligence with district property.

Collection of Chromebook

The student's Chromebook, protective carrying case, and power adapter must be returned during a device check-in day, which will be set by the district, for maintenance over summer vacation. If a student transfers out of the district during the school year, the Chromebook must be returned to the school at the time of transfer. If the device, case, and/or power adapter and cord has been damaged or defaced, the parent/guardian will be charged respectively for the damage. Failure to turn in the Chromebook will result in the student being charged the full replacement cost. The district may also file a report of stolen property with the local law enforcement agency.

Student Responsibilities

The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities students accept when they use a district-owned device. In general, use of technology requires efficient, ethical, and legal utilization of all digital resources. Violations of these rules and guidelines will result in disciplinary action.

The student will assume responsibility for...

1. Bringing the Chromebook to School

- If allowed to take the device home (grade level dependent), then each student must bring his/her Chromebook to school every day that classes are in session.
- Students hold and maintain responsibility for ensuring their device is charged prior to school each day. Students who leave their Chromebook at home may not be issued another device for that day, and will be responsible for all missed activities and assignments due to lack of a device.
- Students may bring a personal USB/flash drive or wireless mouse if preferred and earbuds/headphones as needed. The district assumes no responsibility in the provision or maintenance of these personal devices.



2. *Carrying Chromebooks in a Safe and Secure Manner*

- Always transport the Chromebook in the carrying case provided by District One. The Chromebook should not be put in another bag for transportation (i.e. backpack, athletic bag, etc.).
- Always transport Chromebooks with care and with the screen closed. Failure to do so may result in disciplinary action.
- Never lift Chromebooks by the screen.
- Always place Chromebooks in the sleeve when moving from classroom to classroom or any other location.

3. *Chromebook Security*

- Under no circumstances should Chromebooks or accessories be left in unsupervised areas. Unsupervised areas include the bathrooms, buses, cafeteria, computer labs, hallways, Library/Media Center, unlocked classrooms, unlocked locker rooms, or any other area deemed insecure. Any Chromebook left in these areas is in danger of being stolen or tampered with by unauthorized individuals.

4. *General Care*

- Never leave the Chromebook unattended.
- Never loan the Chromebook or its accessories to another student.
- Never set books or stacking heavy objects on top of the Chromebook.
- Never set food or drink next to the Chromebook.
- Never leave the device exposed to direct sunlight, extreme temperatures, or moisture sources for extended periods of time.
- Always carefully insert cords, cables, and removable storage devices into the Chromebook.
- Never deface the Chromebook and its accessories through use of writing, drawing, stickers, labels, or by any other means.

5. *Screen Care*

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure, heat, and light. The student is responsible for ensuring the following screen precautions:

- Never put pressure on the top of a Chromebook when it is closed.
- Never store a Chromebook with the screen open.
- Always make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

6. *Chromebook Problems/Repair*

If the device is not working properly the student needs to take the device to the Tech Center located in the Library Media Center. If the device cannot be fixed immediately, the student will be issued a loaner device on a temporary basis. All policies listed in this handbook apply to the student during the loaner period. The student is responsible for ensuring the following:

- The student will never attempt to repair or reconfigure the device.
- The student will not attempt to open or tamper with the internal components of the device; nor should the student remove any screws; doing so will render the warranty void.
- The student and parent/guardian will NEVER take school-owned Chromebooks to an outside computer service for any type of repairs or maintenance.

7. *Asset Tag*

An asset tag is a barcode-like sticker placed on the device for inventory and monitoring purposes. All Chromebooks will be labeled with an inventory and asset tag. Tags may not be modified or tampered with in any way. A student may be charged up to the full replacement cost of a Chromebook for tampering with a school asset tag logo or turning in a Chromebook without a school asset tag.

8. *Appropriate Classroom and Library Media Center Routines*

When at school the student will use the Chromebook and/or any of the school's technology equipment strictly for educational purposes. Using the Chromebook for recreational use during class time, or while in the Library is prohibited. Students are expected to fully participate in all classroom activities as directed by their teacher. In addition to the rules and guidelines set in this handbook, students must abide by all rules and guidelines set by the classroom teacher. Violation of this responsibility will result in disciplinary action.

Student Accessibility

1. Logging into a Chromebook

- The student will log into his/her Chromebooks using their issued Google Apps for Education account.
- The student will never share account passwords with other students.

2. Managing and Saving Digital Work with a Chromebook

- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- The student may elect to store a small number of files on the Chromebook's hard drive or a self-purchased USB/flash drive.
- USB/flash drives used on the device can only be used to store approved, school-related information
- The student should always remember to save frequently when working on digital media. Not all Google tools/apps automatically update.
- The school will not be responsible for the loss of any student work.
- The district strongly encourages the student to maintain backups of important work on a portable storage device or by having multiple copies stored in different Internet storage solutions.

3. Chromebook Cameras

- The cameras are to be used for educational purposes only, as determined under the direction of a teacher.
- The use of camera in restrooms, locker rooms, or on a bus is strictly prohibited. The Family Educational and Privacy Act (FERPA) is a federal law that affords parents certain rights with respect to privacy and educational records. For this reason, students must obtain permission to publish or make publicly available a photograph or video of any school-related activity.



4. Backgrounds and Themes

- Inappropriate media may not be used as backgrounds or themes. Presence of guns, weapons,

pornographic materials, inappropriate language, alcohol, tobacco, drugs, gang-related symbols, or any other content deemed inappropriate by administration will result in disciplinary actions.

5. Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Because all student work should be stored in an Internet/Cloud application, students will not print directly from their Chromebooks at school. Any printing that needs to be done must be accomplished by accessing their Google Accounts in the lab or printing at home. Students who wish can set up their home printers with the Google Cloud Print solution at the discretion of the parent/guardian.

6. Chrome Web Apps and Extensions

- Students are responsible for the web apps and extensions they install on their Chromebooks. The downloading of inappropriate material will result in disciplinary action.
- Some web apps will be available to use when the Chromebook is not connected to the Internet.

7. Using Your Chromebook & Account Outside of School

Schools will decide when/if students are allowed to take a device home or outside of school. A WiFi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the internet. Students are bound by the same guidelines in this document whenever they use their Chromebook outside of school.

8. Content Filter

The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location, will have all Internet activity protected and monitored by the district.

Discipline/Violations

The use of any technology is a privilege and not a right. Students are expected to use technologies in accordance with classroom rules, guidelines in this handbook, and any applicable local, state, and federal laws. Violations of these policies will result in disciplinary action and/or repossession of the Chromebook and its accessories. Administration may also refer the matter to law enforcement if the violation involves an illegal activity.

Parent/Guardian Responsibilities

Spartanburg School District One makes every effort to equip parents/guardians with the necessary tools and information to ensure safe use of the Chromebooks in the home and community. There are several responsibilities assumed by the parent/guardian, which are outlined below:

1. Sign the *Technology & Chromebook Agreement*

In order for students to be issued a Chromebook, a student and his/her respective parent/guardian must sign the *Technology & Chromebook Agreement* located at the end of this handbook.

2. Accept Liability

The parent/guardian and student are responsible for the cost of repair or replacement at the date of loss if the property is any of the following:

- Not returned
- Intentionally damaged

- Lost because of negligence
- Stolen, but not reported to school and/or police in a timely manner

3. Monitor Student Use

The parent/guardian must agree to monitor student use at home and in any setting that is not the school. The best way to keep a student safe and on-task is through parent/guardian presence and continuous involvement, which can be done by completion of the following actions:

- Investigate and apply parental controls available through the home's Internet service provider and/or wireless router.
- Develop a set of rules/expectations for Chromebook use at home and in the community.
- Only allow Chromebook use in common rooms of the home (e.g. living room or kitchen) and not in bedrooms.
- Demonstrate a genuine interest in what the student is doing on the Chromebook. Ask questions and request they show you his/her work often.

4. Support Internet Safety and Etiquette

Internet safety is about helping your child use the Internet productively and practice safe, responsible online behavior. The following are a few basic guidelines to share with your child:

- Follow your family's rules about when and where to use the Internet.
- Be polite, kind, and respectful in all digital forums and whenever accessing technology.
- Understand a website's rules, and know how to flag other users for misbehavior.
- Recognize "red flags," including someone asking personal questions such as your name and address. Encourage your child to never share his/her name, the school's name, his/her age, his/her phone number, or his/her email or home address with strangers.
- Never send pictures to strangers.
- Keep passwords private (except from parents, school technology staff, and school administrators).
- Never open a message from a stranger; it may contain a virus that can harm a computer.
- Immediately tell an adult if something makes you feel uncomfortable or suspicious happens.
- Visit Common Sense Education Connecting Families (www.commensensemedia.org) which is a website designed to support and empower families in raising kids who think critically, participate responsibly, and behave ethically in their online lives.



Student Authorization for Electronic Network Access and Acceptable Use Policy



Introduction

Spartanburg School District One (herein referred to as the district) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Authorization & Acceptable Use Policy (AUP) does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided.

The signature(s) at the end of this document is/are legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Technologies Covered

The district may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. As new technologies emerge, the district will attempt to provide access to them. The policies outlined in this document are intended to cover all available school technologies, not just those specifically listed, and shall also cover the use of personally-owned devices on the school campus.

Internet Safety

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise follow this Authorization.

Staff members shall supervise students while students are using Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization. The school and district shall endeavor to provide information to students about appropriate online behavior, including interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response.

The district’s Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the district. (Note: the filtering device is not guaranteed to block all inappropriate sites. Even the most sophisticated and current technology tools cannot block all inappropriate sites one hundred percent.)

Terms and Conditions

1. Acceptable Use - Access to the district’s electronic networks must be for the purpose of education, research or communication, and be consistent with the educational objectives of the district.

2. Privileges - The use of the district's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or school or district administrators will make all decisions regarding whether or not a user has this Authorization and may deny, revoke, or suspend access at any time.
3. Network Etiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not become abusive in your messages to others.
 - Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - Do not reveal personal information, including the addresses or telephone numbers, of students.
 - Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information accessible via the network to be private property.
4. Unacceptable Use - The user (i.e., student) is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - Using the network for any illegal activity, including violation of copyright, violation of contractual rights, or transmitting any material in violation of any U.S. or State law;
 - Using the network for commercial or private advertising;
 - Using the network for private financial or commercial gain;
 - Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - Wastefully using resources, such as file space;
 - Hacking or gaining unauthorized access to files, resources or entities;
 - Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - Using the Internet and district resources in any way that would disrupt its use by others;
 - Using another user's account or password;
 - Intentionally posting of material authored or created by another;
 - Intentionally posting anonymous messages and/or misrepresenting one's own identity to others;
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - Capture, record or transmit the words and or images of any student, staff member, or other person in the school without express prior notice and explicit consent;
 - Using the network while access privileges are suspended or revoked;
 - Deleting data, hiding, or attempting to interfere with the discovery of a violation of this policy;
 - Searching Internet off topic/task;
 - Using technology for non-educational purposes.
5. Unauthorized Access – Users shall not tamper with or attempt to gain access to computer data for which the user has no security authorization. This includes, but is not limited to, financial, employee, or student information and documents.
6. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify Tech Services or a School administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

7. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network component. This includes, but is not limited to, the uploading or creation of computer viruses.
8. Copyright & Copyright Web Publishing Rules - Copyright law and district policy prohibit the re- publishing of text or graphics found on the Web or on School Web sites or file servers, without explicit written permission.
 - Student work may only be published if there is written permission from both the parent/guardian and student.
 - For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
9. Use of Electronic Mail - The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. The account user has no expectation of privacy with regard to any electronic mail account or other aspect of the district's electronic mail system.
 - Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - Electronic messages transmitted via the district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the district.
 - Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to computer services. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file transmitted.
 - Student electronic mail configuration does not allow for student-to-student communication nor does the configuration of student email allow for receiving or sending outside the district domain.
 - Use of the district's electronic mail system constitutes consent to these regulations.
10. Personal Electronic Devices
 - All Personal Electronic Devices are subject to the same policies and procedures established for the use of district owned equipment. Students who bring cell-enabled devices must access the Internet via the district's filtered Wi-Fi connection. Cell-data Network Access is prohibited. Each classroom teacher will choose when mobile devices can be used within his/her classroom. The use of a Personal or any other Electronic Device will be at the discretion of the teacher and school administration.
 - The device is to be used during class with the expressed permission and under direct supervision of the classroom teacher.
 - Students may use the personal device during non-instructional time only in adult supervised areas at the discretion of the school administration.
 - The owner takes full responsibility of his/her personal device. All devices are brought to school at the owner's risk.
 - No device may be used to record, store, or transmit any type of image, sound, or video, without the expressed permission of the teacher or school administrator.

- The district reserves the right to confiscate or inspect a student’s personal electronic device if there is reason to believe that it was used to violate policies, administrative procedures, or school rules. Devices may be confiscated at any time if guidelines are not followed. Return of the device is contingent on the outcome of a meeting with the student and parents.

Violation of Policies

Spartanburg District One reserves the right to monitor and track the use of Network Services and to suspend, or revoke privileges and take appropriate disciplinary action for unacceptable use. Inappropriate use will result in cancellation of those privileges and possibly other disciplinary or legal actions including suspension, expulsion, or criminal prosecution. In compliance with the Children’s Internet Protection Act (CIPA), Spartanburg School District One filters all content for users connected to the internet. Acceptable use of technology is at the discretion of the school administration.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Search and Seizure/ Due Process

System users do not have a privacy expectation in the contents of their personal files on the district system. An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the school’s disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation. The district will cooperate fully with local, state, or federal officials in any investigation concerning to or relating to any illegal activities.

Google Apps for Education

Google Apps for Education is a suite of secure web-based programs for document creation, collaboration and classroom management tools. Spartanburg District One will provide students with user accounts for Google Apps for Education. This service is available through an agreement between Google and Spartanburg District One Schools. Teachers will be using Google Apps for lessons, assignments, and communication.

Google Apps for Education will also be available at home, the library, or anywhere with Internet access. School staff will monitor student use at school. Parent/Guardian(s) are responsible for monitoring their child’s use of Google Apps when accessing programs outside of school. Google Apps for Education runs on an Internet domain purchased and owned by the school district and is intended for educational purposes only. Student behavior expectations as outlined in this handbook and District Student Discipline Policy will apply.



Student and Parent/Guardian Technology & Chromebook Agreement



Student Agreement:

In order to receive and utilize a network account and a Chromebook and its accessories on the district network, the student must agree to the following:

- If allowed to take the device home, I will bring my issued Chromebook to school EVERY day that I am in attendance.
- I will not use the issued Chromebook for non-academic purposes (e.g., games, downloads, chat rooms, instant messaging, viewing websites not related to the assignment, etc.) during school hours.
- I will charge the issued Chromebook's battery daily and will NOT loan out the Chromebook or any of its accessories to other individuals.
- I will transport the Chromebook in its issued protective bag/sleeve. The Chromebook bag/sleeve should be securely closed before transporting the Device to another location. I will not add books and supplies to the bag/sleeve, since undo pressure on the Chromebook may cause damage.
- I will keep the issued Chromebook off the floor where it could be stepped on or tripped over.
- I will keep food and beverages away from the Chromebook since they may cause damage to the Chromebook.
- I will not disassemble any part of my issued Chromebook or attempt any repairs.
- I will not deface the issued Chromebook or its accessories in any way. This includes, but is not limited to, attaching stickers, marking painting, drawing or marring any surface of the Chromebook.
- I understand that obscene language and/or materials, including music, screen savers, backdrops, and/or pictures are prohibited.
- I understand that my Chromebook is subject to inspection at any time without notice and remains the property of the district.
- I will follow the expectations outlined in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook. As such, the student is subject to all discipline measures for violation of same.

Parent/Guardian Agreement:

In order for the student to receive and utilize a Chromebook and its accessories on the district network, the parent/guardian must agree to the following:

- I will be responsible for the repair or replacement costs in the event of loss or damage of the laptop, accessories or bag if damage or loss is negligent or deliberate.
- I will be responsible for monitoring my child's use of the Internet when he/she is not at school.
- I acknowledge that fraudulent reporting of theft will be turned over to the police to prosecute.
- I agree to immediately return the Chromebook and accessories in good working condition upon request.
- I acknowledge that my student and I are to follow the expectations in the Student/Parent Technology Handbook, the Student Authorization for Electronic Network Access and Acceptable Use Policy, and the District's Code of Conduct as outlined in the Student Handbook and that my student is subject to discipline for violation of the expectations outlined in these documents.

Technology & Chromebook Agreement-Signature Sheet



By signing the Student and Parent Technology & Chromebook Agreement, the student and parent agrees to the conditions outlined in the *Student/Parent Technology Handbook* and the *Student Authorization for Electronic Network Access and Acceptable Use Policy* for Spartanburg District One Schools.

(An electronic version of the Student/Parent Technology Handbook can be found at www.spart1.org by clicking Departments>Technology)

School Name: _____

Student Name (print): _____ Grade Level: _____

Student Signature: _____ Date: ___/___/_____

Parent/Guardian Name (print): _____

Parent/Guardian Name Signature: _____ Date: ___/___/_____

THIS SIGNATURE SHEET MUST BE SIGNED AND RETURNED TO THE SCHOOL, AND THE YEARLY INSTRUCTIONAL TECHNOLOGY FEE COLLECTED BEFORE THE STUDENT WILL BE ISSUED A NETWORK ACCOUNT AND CHROMEBOOK.