



### ***Chromebook Agreement***

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The procedures, guidelines, and information within this document apply to all Chromebooks used at Uxbridge Public Schools (UPS).

### ***Ownership of the Chromebook***

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Uxbridge Public Schools retain sole ownership of the Chromebook. The Chromebooks are loaned out to students for educational purposes for the academic year. Uxbridge Public Schools retain the right to collect and/or inspect the Chromebook at any time, including electronic remote access to alter, add, delete software.

### ***Filtering and monitoring of the Chromebook***

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Uxbridge Public Schools utilizes GoGuardian to help protect your child against harmful and inappropriate online material as required by the Children's Internet Protection Act (CIPA). This system was chosen to

- focus your child's/children's learning experience and age-appropriate online resources,
- quickly understand where your child is spending time online using school managed/owned devices,
- visually assess and respond to your child's progress during class time, easily distribute online resources to your child.

### ***Student responsibility***

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We ask that your child uses his/her school-issued Chromebook for educational purposes. We have outlined your child's specific responsibilities at the bottom of this document, which he/she, as well as all students are expected to abide by.



## ***Parent / Guardian Responsibility***

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When your child is off campus, you are responsible for supervising your child's internet access and usage. We encourage you to discuss rules for appropriate internet usage with your child, and reinforce lessons of digital citizenship and safety with him or her. We also ask you to report any potential cyberbullying or other sensitive issues to school officials immediately.

## ***TAKING CARE OF YOUR CHROMEBOOK***

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Students are responsible for the general care of the Chromebook they have been issued by the school. Laptops that are broken or fail to work properly should be taken to the designated repair area in the school (technology office). Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance. If you currently have a damaged school owned chromebook, please notify the classroom teacher.

## ***GENERAL PRECAUTIONS***

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- No food or beverages should be near your Chromebook.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Staff / Students should never carry their Chromebooks while the screen is open
- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.

## ***SCREEN CARE***

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The Chromebook screens can be damaged if subjected to rough treatment and are sensitive to excessive pressure.

- Do not lean on the top of the laptop when it is closed.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, flash drives, etc.).
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

## ***OPERATING SYSTEM AND SECURITY***

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- Always be on the alert for suspicious emails that contain links and websites that ask for personal information such as name, date of birth or passwords.



## **CHROMEBOOK IDENTIFICATION**

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- Chromebooks will be labeled in the manner specified by the UPS.
- Students will not remove the Chromebook serial number, asset tag number, and name and ID number label. If stickers have or appeared to be falling off, staff and students should take laptop and sticker to the designated repair area in the school

## **CHROMEBOOKS IN UNSUPERVISED AREAS**

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- Under no circumstances should laptops be left in unsupervised areas. Any computer left unsupervised is in danger of being stolen.

## **INTENTIONAL OR NEGLIGENT DAMAGE**

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Students can be held partially or fully responsible for damages/loss to their Chromebooks.

Examples include:

- Liquid/beverage spills on the laptop.
- Deliberate damage, neglect or abuse caused by you or others you allow to use your Chromebook. This includes intentionally marking, defacing and/or abusing the laptop. Also damage caused by tampering with hardware components to alter district configurations.
- Leaving the Chromebook unattended or failing to secure it per school recommendations.
- Leaving the Chromebook in an unlocked car, locker, or on the bus.
- Mysterious disappearance of the laptop - meaning the laptop user has no knowledge as to the place, time, or manner of the loss.

## **By Accepting this Chromebook You Accept these Responsibilities**

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- I agree to abide by all local, state, and federal laws.
- I agree that my use of UPS technology is for educational purposes only.
- I agree that my use of Uxbridge Public Schools' technology is a privilege. I am responsible for the proper care of my UPS issued Chromebook.
- I agree to keep all accounts and/or passwords issued to me secure. I will not share this information with any other students. This includes passwords for email.
- I agree that I will never share personal information over the Internet. In addition, if I am asked for personal information or harassed in any way I agree to report it immediately to my parents, teacher and/or UPS staff member. I will confide in an adult if anything potentially dangerous happens online.
- I will not post anything that I would not want my parents, teachers, college admissions officers, or future employers to see.



- I agree to only use the Internet responsibly and not be hurtful to anyone.
  - I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
  - I agree that I will not install, download and/or otherwise utilize any software that is not authorized by the UPS Technology Department.
  - I will not remove programs or files from my UPS Chromebook. This includes the GoGuardian software that monitors and filters the school issued Chromebook.
  - I understand that all files stored on my UPS issued laptop will not be private. UPS personnel can review laptops and/or files at any time.
  - I will be mindful of how much media I consume and will balance it with other activities in my life.
  - I agree to think about and understand anything before I download or fill out any survey.
  - I will return my UPS issued Chromebook and all of its accessories by the last day of school, or upon my withdrawal from Uxbridge Public Schools or whenever requested by the UPS Technology Department.
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