

## **Hilltop One-to-One Technology Initiative (Chromebook Loan Agreement)**

### ***Rationale***

The Hilltop High School One-to-One technology initiative is designed to create an environment where students learn in more meaningful ways and in a deeper context with access to global information. Our One-to-One technology initiative will afford student access to important digital resources and the development of 21<sup>st</sup> century skills, better preparing our students for future careers in a global market. This initiative will also provide the tools necessary for our students to take advantage of uninterrupted 24/7 learning through our online learning environment, My Big Campus. Teachers will have the ability to utilize the benefits of My Big Campus throughout the day, as all 7-12 students will have the technology necessary to utilize this and other web based resources. Our teaching staff has been and will be continuing to create online curriculum to supplement student coursework.

Another factor we considered with this initiative was the upcoming changes from the Ohio Department of Education in student assessment. The Ohio Graduation Test (OGT) and the Ohio Achievement Assessments (OAA) are being phased out and replaced by the Partnership for Assessment of Readiness for College and Careers (PARCC) and end-of-course exams for the 2014-15 school year. These new assessments will be conducted in an online, web-based environment instead of the traditional paper and pencil design. Our current technology labs and mobile labs are insufficient to meet the challenges related to implementing these assessment changes. By providing Chromebook technology to the students at this time, we solve this infrastructure problem and develop students who are comfortable working in a technology based environment.

All 7-12 graders attending Hilltop High School will be issued a district-leased Chromebook for use at school and home. Chromebooks will be distributed just like textbooks, they remain the property of Hilltop High School, and students will borrow it for the 2014-15 school year. Parents and students shall sign the Parent/Student Chromebook User Agreement Form and return it to the High School Office by Friday, August 29<sup>th</sup>. All students are to participate in the Chromebook protection plan and **shall pay \$35 to Millcreek-West Unity Local Schools** to protect the student from accidental disabling damage to the device for the 2014-15 school year.

If you have any questions, please feel free to contact Mr. Riley at 419-924-2365.

Sincerely,

Steven Riley,  
Jr High/High School Principal

## **Responsibilities**

**District** responsibilities are as follows:

- ▶ Provide students with a Chromebook to use during the 2014-15 academic year. Students will return the Chromebook at the end of the school year.
- ▶ Provide students wireless digital access to academic content and resources at school.
- ▶ Provide internet filtering capabilities in accordance with the Children's Internet Protection Act (CIPA).
- ▶ Encourage students and staff to use electronic resources to promote educational excellence through resource sharing, innovation, communication and electronic tools.

**Student** responsibilities are as follows:

The school provided Chromebook for the student is an important learning tool to be used for educational purposes. In order to use the device each day, the student must be willing to accept the following responsibilities:

- ▶ I will sign and return the Chromebook User Agreement, participate in the Chromebook Protection Plan and pay \$35 to Millcreek-West Unity Local Schools prior to the device being issued. The plan covers the following accidental disabling damage to the device for the 2014-15 school year:
  - For the 1<sup>st</sup> occurrence of accidental disabling damage - a \$15 co-pay replacement charge shall be paid to Millcreek-West Unity Local Schools prior to a replacement device being issued.
  - For the 2<sup>nd</sup> occurrence of accidental disabling damage - a \$50 co-pay replacement charge shall be paid to Millcreek-West Unity Local Schools prior to a replacement device being issued.
  - Any additional occurrences of disabling damage shall result in the student being billed for the total cost repairing or replacing the Chromebook (approx. \$300).
- ▶ I will be responsible for **ALL** damage or loss of the device due to **NEGLECT OR ABUSE**.
- ▶ At **ALL** times when using my Chromebook, I will follow the Acceptable Use and Internet Safety Policy, all related policies adopted by the Board of Education, and abide by all local, state and federal laws.
- ▶ I will talk with my parent/guardian about their ground rules for going online when not at school.
- ▶ I agree to follow all of the rules in the student handbook when using my Chromebook
- ▶ I will treat my device with care by not dropping it, not letting it get wet, not leaving it in extreme weather conditions, and not using it with food or drink nearby.
- ▶ I will notify the High School Principal and my parents of any disabling damage to the device as soon as possible.
- ▶ I understand that district officials have the ability to monitor my use of the device **AT ALL TIMES IN AND OUT OF SCHOOL** and that communications, files, internet search activities and any other actions using the device are not considered to be private.
- ▶ I will charge the Chromebook battery each night and will bring my Chromebook to school every day.
- ▶ I will carry my Chromebook closed. When removing it from the school building, I will carry it in a case at all times.
- ▶ I will not place decorations (stickers, markers, etc.) on my Chromebook.

- ▶ I will keep my Chromebook clean. When cleaning it, I will use a cotton cloth lightly dampened with either Windex or vinegar water solution (1:3).
- ▶ I understand that the device assigned to me is on loan from Millcreek-West Unity Local School District. All accounts, programs, and files are subject to inspection at any time without notice.
- ▶ I will not lend my device to anyone. This includes family members and friends.
- ▶ I will keep all passwords assigned to me secure.
- ▶ I will be able to add my home printer and connect to wireless networks at home and in public places.
- ▶ I will not try to repair my Chromebook.
- ▶ I agree that e-mail or any other computer communication should be used only for appropriate, legitimate, and responsible communication.
- ▶ I agree not to share personal information about myself (full name, address, etc.) or about my family, friends or anyone else.
- ▶ I agree not to search for, download, display, post, or distribute vulgar, offensive material or images described in applicable district policies. (See the student handbook and/or the districts Acceptable Use Agreement).
- ▶ I agree to abide by all school rules that address electronic device procedures when I am not in an academic class.
- ▶ I will return the device when requested and upon my withdrawal or graduation from Hilltop High School.

**Parent/Guardian** responsibilities will be as follows:

The student named below is being issued a netbook to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer. In order for the student named below to take the device home each day, the parent/guardian must be willing to accept these responsibilities.

- ▶ My child & I will sign and return the Chromebook User Agreement, participate in the Chromebook Protection Plan and pay \$35 to Millcreek-West Unity Local Schools prior to the device being issued. The plan covers the following accidental disabling damage to the device for the 2014-15 school year:
  - For the 1<sup>st</sup> occurrence of accidental disabling damage - a \$15 co-pay replacement charge shall be paid to Millcreek-West Unity Local Schools prior to a replacement device being issued.
  - For the 2<sup>nd</sup> occurrence of accidental disabling damage - a \$50 co-pay replacement charge shall be paid to Millcreek-West Unity Local Schools prior to a replacement device being issued.
  - Any additional occurrences of disabling damage shall result in the student being billed for the total cost of repairing or replacing the Chromebook (approx. \$300).
- ▶ I will review materials provided by the school to ensure that I understand the school's responsibility, the student's responsibility, and my responsibility. We will discuss at home the acceptable and unacceptable uses of the device according to district policies.
- ▶ I understand that district officials have the ability to monitor my child's use of the device **AT ALL TIMES IN AND OUT OF SCHOOL** and that communications, files, internet search activities and any other actions using the device are not considered to be private.
- ▶ I understand that the school district has made reasonable attempts to provide a safe computing environment for students within the district's network at school or accessing the district's network

from home. I also understand that it is impossible to guarantee students will not gain access through the internet to information and communications that they and/or parents/guardians may find inappropriate, offensive, objectionable or controversial.

- ▶ I will supervise the use of the device at home to making sure that it is used and stored appropriately.
- ▶ I will be responsible for **ALL** damage or loss of the device due to **NEGLECT OR ABUSE**.
- ▶ I will monitor that the battery is being **recharged** each night.
- ▶ I will monitor that the Chromebook is returned to school each day classes are in session.
- ▶ I agree to make sure the device, when requested, is returned to Hilltop High School.

### ***Wireless and Internet Filtering Information***

While at school or at home, students will be required to authenticate the device to the district's Lightspeed internet filtering server prior to use. Students may not connect to the internet in any other way and attempts to bypass the districts internet filtering server will constitute a violation of the districts Acceptable Use and Internet Safety Policy. Once on the school district's wireless network, all users will have filtered internet access just as they would on any other district owned device. The filtering capabilities provided by the district meet the guidelines established by the Children's Internet Protection Act (CIPA).

# Parent/Student Chromebook User Agreement

By signing this document, my child and I agree to the following:

- ▶ We agree to participate in the Chromebook Protection Plan and pay \$35 to Millcreek-West Unity Local Schools prior to the device being issued. The plan covers the following accidental disabling damage to the device for the 2014-15 school year:
  - For the 1<sup>st</sup> occurrence of accidental disabling damage - a \$15 co-pay replacement charge shall be paid to Millcreek-West Unity Local Schools prior to a replacement device being issued.
  - For the 2<sup>nd</sup> occurrence of accidental disabling damage - a \$50 co-pay replacement charge shall be paid to Millcreek-West Unity Local Schools prior to a replacement device being issued.
  - Any additional occurrences of disabling damage shall result in the student being billed for the total cost of repairing or replacing the Chromebook (approx. \$300).
- ▶ I agree to adhere to the responsibilities outline in the Hilltop One-to-One Technology Initiative.
- ▶ I understand that One Chromebook, power adapter, and case are being lent to the student and are in good working order. It is the student's responsibility to care for the equipment and ensure that it is retained in a safe environment.
- ▶ I understand this equipment is, and at all times remains, the property of Millcreek-West Unity Schools and is herewith lent to the student for educational purposes only for the rest of this academic school year.
- ▶ I agree to not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the Chromebook. The equipment will be returned when requested by Millcreek-West Unity Schools, or sooner, if the student withdraws from Millcreek-West Unity prior to the end of the school year.
- ▶ I understand that identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If they become damaged or missing contact tech support for replacements. Additional stickers, labels, tags, or markings of any kind are NOT to be added to the machine.
- ▶ I understand that an online account through MyBigCampus is available for each student to use for appropriate academic communication with other students and staff members only. This is for communication WITHIN the school district.

---

Student Printed Name

Parent/Guardian Printed Name

---

Student Signature

Parent/Guardian Signature

---

Date

Date

---

Grade Level

Chromebook ID #