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**JOHNSTOWN-MONROE LOCAL  
SCHOOLS**

**USE OF  
TECHNOLOGY  
DEVICE  
HANDBOOK**

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**STUDENT-PARENT AGREEMENT**

**2024-2025**

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# PURPOSE AND RATIONALE

- Use technology as a tool to enhance learning and teaching.
- Create a secure and consistent digital environment for all students.
- Students in grades K-5 will have a device to use in their classroom.
- Students in grades 6-8 will have a device to use at school and may carry devices from class to class.
- Students in grades 9-12 will be able to take their devices home.
- All devices will be returned at the end of the year for general maintenance and updates.

Johnstown-Monroe Local Schools One-to-One Computer Device Initiative is intended to create a collaborative learning environment for all learners that is consistent with advances in technology and facilitates resource sharing, critical thinking, innovation, research, creativity, communication, collaboration, increased productivity and personalized learning.

## CHROMEBOOK DEVICES

What is a Chromebook? A Chromebook is a personal computing device that runs Google operating system. Chromebooks are designed to be used while connected to the Internet and support applications like Google Suite, iReady, Schoology, ClassLink and many others used in the school environment.

# STUDENT AND PARENT RESPONSIBILITIES

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## **The Chromebook is the property of Johnstown-Monroe Local Schools. The student and parent will:**

- Follow all policies outlined in the Student Handbook, Use of Technology Device Handbook, Board Policy, and all Internet Safety and Network Acceptable Use Policies.
- Only use your Chromebook for educational purposes.
- Make sure your Chromebook is at school every day with a full charge.
- Protect your network accounts and passwords. Under no circumstances will you share your login credentials or passwords with others.
- Not alter, add or delete any of the applications placed on your device.
- Not in any manner disable or circumvent the protection tools or the web filter.
- Will immediately relinquish your Chromebook for inspections if requested by staff.
- Obey and follow all local, state, and federal laws.
- Sign the device agreement forms.
- Pay the annual technology fee.
- Keep your Chromebook in a safe and protected location.
- Immediately report any damages or repairs needed.
- Immediately return Chromebook at the end of each school year or withdrawal from the school district.
- Will not attempt to repair the Chromebook.
- Will not lend or let family, friends or acquaintances borrow your device.

# TECHNOLOGY DEVICE FEES

An annual fee will be charged for each Chromebook based on the grade level of your student. Fees will be as follows:

- Grades K-5           \$20.00
- Grades 6-8           \$30.00
- Grades 9-12         \$40.00

This fee helps to defer the costs for the following:

- Accidental damage to the device. The school will repair or replace the device once per year if the damage to the device is deemed accidental. The costs for any subsequent accidental damage to the device during the year will be the responsibility of the parent. Any damage sustained from intentional or negligent acts will not be covered and the repair costs will be the responsibility of the parent. Power adapters that are damaged or lost are the responsibility of the parent.
- Management licenses used to manage the student devices inside and outside of the district. Google also requires a management license for each device.
- Software services required for protecting the device.
- The sustainability of our program. A “refresh” cycle is part of our program and guarantees that our students will not use devices past their useful lifespan.

## DAMAGES AND REPAIRS

All Chromebook problems must be reported to the building principal. All damages or needed repairs must be reported immediately.

- The district will cover parts and repairs for system related issues or malfunctions of the device.
- The district will cover parts and repairs for **ONE** accidental damage, such as cracked screens, liquid damage, cosmetic damage, etc. each academic calendar year (August 1- July 31).
- The district will charge for the entire repair or replacement cost of the Chromebook and/or peripherals if the damage or loss occurs due to the students, parents/guardians intentional acts or as a result of their negligence in handling the device. The cost of the repair shall not exceed the replacement cost of the Chromebook.
- The parents are responsible for any damaged or missing power adapters.
- In case of theft, vandalism or other criminal acts, a police report must be filed with the local police department and a copy submitted to the administration.

## NO EXPECTATION OF PRIVACY

- Students have no expectation of confidentiality or privacy with respect to any usage of their Chromebook.
- The school may, without prior notice or consent, log, supervise, access, view, monitor and record use of student Chromebooks at anytime for any reason related to the operation of school.
- Teachers, school administrators and the technology department staff may use monitoring software that allows them to view screens and activity on student Chromebooks.

# CHROMEBOOK CARE

Protecting your Chromebook is your responsibility. All identifying labels must remain on your device. It is your responsibility to secure your Chromebook when it is not in your person. For example, do not leave your Chromebook in an unlocked locker or unsupervised area.

## SCREEN

You should not use cleansers of any type to clean your Chromebook. A simple microfiber cloth can be used to gently clean the screen.

## EXCESSIVE TEMPERATURE

Avoid excessive temperature changes. Your devices should not be left in a hot car or unheated space.

## CARRY SECURELY

You should always carry your Chromebook securely. You should not carry with the screen open. You should never carry the Chromebook by the screen.

## FOOD AND DRINKS

You should not have food or drinks (including gum) near the Chromebook.

**All devices must be returned at the end of the school year for general maintenance and updates.**

## Device Agreement

### Parent

I have read and agree with the terms outlined in the Johnstown-Monroe Local Schools Use of Technology Device Handbook. I confirm that I am the parent or legal guardian of the student named. I agree to hold harmless the School District, its network partners, its staff and students from any damages or losses that could result from the student's use of the District's network or devices. I understand that the district is legally obligated to provide safety measures to prevent obscene or harmful content over the internet as defined by CIPA, the Children's Internet Protection Act. I also understand that it is impossible to guarantee that all content that may be accessed through the device be of an educational nature. I accept the responsibility to supervise my child's use of the device when outside of the school district.

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Parent Printed Name

\_\_\_\_\_

Parent Signature

\_\_\_\_\_

Date

### Student

I have read and agree with the terms outlined in the Johnstown-Monroe Local Schools Use of Technology Device Handbook. I understand that access to the Chromebook, school network, network services and other district owned devices may be suspended or removed if the terms are broken.

\_\_\_\_\_

Student Printed Name

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Student Signature

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Date